Job Description
MOORE PUBLIC SCHOOLS

Job Title: **OCAS Specialist**

Qualifications: **Bachelor's degree, or equivalent experience, in Accounting, Business, Finance, or related field**

Training or Experience Required:

Experience in working in accounting, purchasing, accounts payable or related business and/or financial services field, preferably in an educational or governmental environment. Experience in assisting with the development of operational budgets for Oklahoma school districts preferred. Knowledge and experience in working with Oklahoma Cost Accounting System (OCAS) and related State Department of Education regulations. Must have experience using word processing, databases, and spreadsheets, as well as working with computerized accounting software.

Special Skills, Knowledge, Abilities:

Communication Skills: Communication skills must be able to effectively exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms. Communicates on the phone in clear, grammatically correct English.

Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records, including digital records.

Mathematical Skills: Performs routine computations requiring a knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets routine to complex written or printed materials such as charts, contracts, application forms, State Statutes, Board Policies and Regulations and instructional materials.

Business Machines: Is computer literate and able to effectively utilize word processing, spreadsheet, graphics and common educational software packages. Is able to operate common office machines such as copiers, faxes, computers, calculators and multi-line telephone consoles. In addition, uses more complicated software programs consisting of word processing, spreadsheets and online websites.

Office Filing and Retrieving: Responsible for establishing and/or maintaining an existing filing system.

Typing Skills: Proficient skills in typing/word processing

Site: Administrative Service Center

Reports To: Executive Director of Financial Services

Job Goals (Purpose of Position): Performs assigned duties under general supervision to assist the District Accountant and the Executive Director of Financial Services in the efficient operation of the Financial Services Division. Assists in ensuring the accuracy and integrity of the financial accounting system and the school district operating budget.

Contact with Others: An incumbent in this position has regular contact by telephone or in person with other district employees to determine actual information needed. Must be able to answer information requests and provide assistance as needed.

Performance Measures: Successful performance of the job requires good customer service/people skills to elicit information, resolve problems and provide information as requested. It requires following school dress standards, proper attendance or leave policies, and other Board policies. Creativity, initiative, and effective problem solving are important to the success of the position. In addition, the incumbent must maintain a positive attitude and be cooperative toward other staff members, the public and students within the educational system.

Essential Job Functions (Performance Responsibilities):

1. Assists in preparation of the annual operating budget.

2. Assists the District Accountant in reviewing budget reports to ensure that all departments/school sites stay within their budget allocations.

3. Performs data entry and analyses of various financial accounting and budget information.

4. Assists in reviewing revenue and expenditure reports to verify account coding accuracy.

5. Ensures all users of OCAS are knowledgeable and confident with the system. Provides initial and follow-up training to users as needed.

6. Reviews OCAS coding and checks for accuracy.

7. Processes daily requisitions for all departments/school sites.

8. Prepares and distributes postage billings and related documents.

9. Performs such other tasks and assumes such other responsibilities as the Executive Director or District Accountant may assign.

Supervision Exercised: An incumbent may perform limited supervisory duties on a temporary basis.

Physical/Mental Requirements and Working Conditions: Other than those requirements listed above, the employee must have the ability to communicate in person, on the phone and before audiences.

Terms of Employment: 251 days per year

Salary: Category D

Evaluation: Performance of this job will be evaluated in accordance with provision of Board Policy.

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