



**STATE OF OKLAHOMA
OFFICE OF THE STATE TREASURER**

POSITION ANNOUNCEMENT

Posting Date: October 9, 2009

Cover letters and résumés will be accepted until the close of business on October 23, 2009 by the Personnel Manager, 4545 N. Lincoln, Suite 106, Oklahoma City, Oklahoma 73105-3413.

**Accountant II
(Investments)**

Tentative Examination Weights: Education and Experience

Monthly Salary Range: \$2,357.34 - \$3,928.84

Annual Salary Range: \$28,288 - \$47,146

Duties and Responsibilities: Performs detailed technical daily/monthly reporting and maintenance of financial accounting data relating to a variety of investment types. Accurately processes investment transactions and maintains detailed source documentation. Is a self-starter with excellent communication skills and the ability to work independently to meet deadlines. Experience with Investment Accounting is a plus. Must manage time responsibly.

Minimum Requirements: bachelor's degree in accounting or a bachelor's degree in business, finance or a closely related field or an equivalent combination of education and experience, substituting one year of bookkeeping for each year of the required degree plus three years of additional professional accounting experience.

The Office of the State Treasurer is an Equal Opportunity Employer.

www.treasurer.ok.gov

ACCOUNTANT

BASIC PURPOSE:

Positions in this job family are assigned responsibilities involving professional level work in the maintenance, analysis, interpretation and management of financial accounting data. This includes the preparation and posting of various journals, ledgers and accounts, analysis and presentation of financial data, and preparation of financial statements and expenditure reports, review and approval of various vouchers and invoices for payment, analyzing budget requirements, preparing payroll data, allocation of funds to various accounts or functions, and other similar activities.

TYPICAL FUNCTIONS:

The functions within this job family will vary by level, but may include the following:

- Reviews, analyzes and presents financial data, including revenue projections and expenditure reports, to determine funding requirements.
- Prepares financial statements, reports of operations, expenditure reports, statistical data, and other information concerning financial requirements; assists in gathering and reviewing data for preparation of budget work programs.
- Maintains various ledgers, journals, registers and other fiscal records; allocates revenues to appropriate functions; classifies expenditures and posts to various accounts as required.
- Reviews and processes expense vouchers, invoices, and other fiscal documents for payment; reconciles various financial reports and other data concerning fiscal operations.
- Determines payroll requirements; maintains payroll data; prepares and processes monthly payrolls.

LEVEL DESCRIPTORS:

The Accountant job family has four levels which are distinguished by the complexity of assignments, the level of expertise required to perform the duties

Level II Code: 9224 Salary: \$28,288 - \$47,146

This is the career level of the job family where employees are assigned duties and responsibilities at the full-performance level and perform a wide range of tasks involving the maintenance, analysis, interpretation and reporting of financial accounting data and the application of generally accepted accounting principles and theories in the management of financial accounts and operations and other related activities. This includes maintenance of highly diverse accounts, financial analysis and reporting, participating in the preparation of budget work programs, reconciliation of accounting data, reviewing and processing financial documents for payment, maintaining payroll data and processing monthly payrolls, and similar responsibilities. At this level, guidance and training may be provided to technical or entry level employees performing accounting related duties.

Knowledge, Skills and Abilities required at this level include knowledge of generally accepted accounting principles and theories; of financial statements and reports; of accounting ledgers and journals; and of computer technology related to accounting systems. Ability is required to prepare basic financial statements and reports; to review and analyze financial information; and to maintain

routine accounting data in appropriate ledgers and journals. Also required is knowledge of payroll systems and budget preparation. Ability is required to review revenue and cost data for the preparation of budget work programs.

Education and Experience requirements at this level consist of a bachelor's degree in accounting or a bachelor's degree in business, finance or a closely related field or an equivalent combination of education and experience, substituting one year of bookkeeping for each year of the required degree, plus one year of experience in performing professional accounting experience.

EEOC: Professional

Salary: \$28,288 - \$47,146

Adopted July 1, 2004

Job Code: 9224