



## Oklahoma Department of Central Services

## Recruitment Announcement

**Announcement No:** 12-44  
**Position Name:** Accountant  
**Position Number:** 58000077  
**Position Code/Level:** 9224  
**Pay Band:** 0  
**Hiring Rate:** 3143.00  
**Number of Vacancies:** 1  
**Location:** Will Rogers Bldg, 2401 N Lincoln Blvd, OKC  
**Applicant Source:** All Sources  
**Beginning Date:** 04/03/2012  
**Ending Date:** 04/10/2012 at the end of business

**Major Work Duties:**

Facilities Services: This position is critical for support of Facilities Division. The position will prepare invoices in the Great Plains system for Accounts Receivable of lease payments. Receives invoices, date stamps, analyzes, scans, and enters into the Division's spreadsheets and digital file system. This position will assist the Facilities' managers and supervisor of this position to prepare reports for budgetary purposes.

**Probationary or trial period will be required, if applicable.****Education & 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. Basic knowledge of PeopleSoft Financial system. Phone etiquette, familiarity of work processing and spreadsheet programs. Reconciliation of simple accounting transactions.

**Method of Application:**

Permanent classified employees including those having reinstatement rights wishing to be considered for this position must submit the following:

- A cover letter that provides the title of the position as shown above, job announcement number, mailing address, email address, daytime phone number, current job classification and class code.
- A completed Office of Personnel Management Personal Data Summary Sheet (OPM-4B)
- A resume (with references)
- A copy of the most recent Performance Management Process (PMP) evaluation must be available upon request

Applicants who have no previous classified service, are in the unclassified status OR are in probationary status, must apply through the Office of Personnel Management OKCAREERS on-line applicant system ([www.opm.ok.gov](http://www.opm.ok.gov))

NOTE: If this posting is for an unclassified position, applicants may submit a resume in lieu of the "Personal Data Summary Sheet" (OPM-4B)

Send to: Department of Central Services, Attn: Human Resources, P.O. Box 53218, Oklahoma City, OK 73152-3218 or Fax (405) 521-2794 or [dcs-hr@dcs.state.ok.us](mailto:dcs-hr@dcs.state.ok.us)