

Oklahoma District Attorneys Council

NOTICE OF JOB OPENING

POSITION:

Accounting Manager

APPLICATIONS ACCEPTED:

Until filled

SUBMIT RESUME & COVER LETTER TO:

Amy Bruce, Human Resource Officer
District Attorneys Council
421 N.W. 13th Street, Ste. 290
Oklahoma City, OK 73103
Fax: (405) 264-5099
careers@dac.state.ok.us

Salary

\$45,000 - \$55,000 per year

FUNCTION:

Under the direction of the Director of Finance, manages reconciliation of agency funds, monitors expenditures, team leadership of the accounts payable section and assists the Director of Finance as required.

SPECIFIC DUTIES & RESPONSIBILITIES:

1. Monitor the integrity of daily transaction flow into the District Attorneys Council's (DAC) financial database and record appropriate corrections as necessary.
2. Reconciliation of account ledgers to OSF for the 27 District Attorneys and the DAC for both appropriated and revolving funds. Distribute reconciled ledgers to District Finance Coordinators and other parties on a monthly basis.
3. Responsible for the team leadership of the accounts payable section of the Finance Division including scheduling, assignment and reviewing of work product.
4. Prepare the annual GAAP Conversion reports as required by the Office of State Finance for review and approval of the Director of Finance.
5. Process, research and resolve all questions from individual district attorney districts concerning payroll, claims and/or deposits reported in financial account ledgers.

2/25/2015

6. Assist the Director of Finance in preparation of the agency's Budget Request and Budget Work Program including data compilation, revenue projection and data entry.
7. Act as a backup to the Agency Certified Procurement Officer (CPO) in their absence and maintain the required training for certification.
8. Be prepared to present on a semi-annual basis, updates on the maintenance and reconciliation of account ledgers to staff from the district attorney's offices.
9. Assist the Director of Finance as needed.
10. Other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree in Business Accounting or Finance. Candidates with a minimum of ten years' experience in the finance/accounting field may be allowed to substitute this qualification.
- Five years' experience in accounting or related field.
- Experience with federal grants preferred.
- Have excellent organizational skills.
- Successful oral and written communications skills.
- Experience in Microsoft Excel and Access.
- Experience in PeopleSoft preferred.

Disclaimer: This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.