

Oklahoma Department of Corrections  
Unclassified Job Descriptor

## **ASSOCIATE FINANCIAL OFFICER**

### **Basic Purpose:**

The position in this job class serves as the primary assistant to the Chief Financial Officer, assisting in the administration of all financial and accounting operations for the department.

### **Typical Functions:**

- Assists in administering the Finance and Accounting Unit by directing operations through supervisors assigned to each section. Ensures effective operation of the unit, compliance with policies, laws and legislation.
- Participates in the preparation of the agency's annual budget work program, including the establishment of budget targets, entering and balancing budget information and revenue estimates.
- In conjunction with unit staff, prepares the agency budget request including evaluation and balancing of data input into an Office of Management and Enterprise Services (OMES) internet database. Prepares hard copy budget request binders for distribution to relevant state legislative and cabinet departments along with copies provided to agency senior management.
- Provides backup supervision of the Inventory Control Unit in Finance and Accounting, ensuring that an annual report is provided to the Department of Central Services and that field units conduct annual reviews of their inventories.
- Provides detailed analysis of financial statements/management reports to identify potential problems and methods for resolution.
- Assists the Chief Financial Officer in monitoring annual training requirements and ensuring that staff receives adequate training to properly perform their assigned responsibilities.

### **Knowledge, Skills, and Abilities:**

Knowledge of governmental and generally accepted accounting principles (GAAP); of computer technology related to accounting systems. Ability to direct the work of subordinate staff; to identify routine and complex problems and resolve identified

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issues; to communicate effectively both orally and in writing; to review and analyze financial documents.

**Education and Experience:**

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree in Accounting or Finance and licensed as a Certified Public Accountant (CPA) or CPA candidate; and three (3) years of professional-level accounting or financial management experience, one (1) year of which must have been in a supervisory capacity.