

UNCLASSIFIED

(Accountant II)
Recruitment #

Department:	Oklahoma Accountancy Board
Work Location:	Oklahoma City
Date Opened:	03/19/2010 8:00:00 AM
Filing Deadline:	Until Filled
Salary:	\$35,000.00 - \$45,000.00 - /year
Full or Part Time:	Full-Time

INTRODUCTION

APPLICATION INSTRUCTIONS:

The Oklahoma Accountancy Board is accepting applications for the position described below. Anyone interested in being considered must submit a resume, cover letter and a list of professional references to: The Oklahoma Accountancy Board, Attention Human Resources, 4545 N. Lincoln Boulevard, Suite 165, Oklahoma City, OK 73105 or via email generic@oab.ok.gov.

If you have applied for an Accountant position with the Oklahoma Accountancy Board within the last three weeks please do not reapply as your résumé will be considered if the minimal requirements for the current position are met.

POSITION: Accountant II

JOB LOCATION: Oklahoma City

BASIC PURPOSE

This position will be 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 of this job may include the following:

- Reviews, analyzes and presents financial data, including revenue projections and expenditure reports, to determine funding requirements.
- Reconciles daily portal deposit reports and distributes information to appropriate staff
- Prepares required 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 and budget requests in CORE.
- 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.

- Maintain agency inventory list and coordinate surplus of property removal and inventory list.
- Maintain records and files as assigned including time and leave accruals for board staff.
- Other duties as assigned

KNOWLEDGE, SKILLS, & ABILITIES

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 financial statements and reports; to review and analyze financial information; and to maintain routine accounting data in appropriate ledgers and journals plus knowledge of payroll systems and budget preparation. Ability is required to review revenue and cost data for the preparation of budget work programs.

GENERAL REQUIREMENTS

This position will be assigned the task of reviewing and processing moderately complex invoices, travel claims and other documents for payments, assigning revenues and expenditures to appropriate accounts or functions and posting appropriate records, preparing routine reports and financial statements, posting payroll data to a payroll system, checking accounts for appropriateness and accuracy of entries, and performing routine reconciliation's of accounting data and information. The successful candidate must have the ability to maintain effective working relationships with others, to handle confidential work; to interpret and handle routine matters in accordance with agency policy, and to follow oral and written instructions. Possess knowledge of spelling, punctuation, business English, business mathematics and modern office methods and procedures in the maintenance of complex records.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education requirements consist of a bachelor's degree in accounting or a bachelor's degree in business, finance or a closely related field and two years of accounting experience

Preferred: Experience using CORE systems

WORKING CONDITIONS

Work will be performed in an office setting with extensive use of computer and phone technology for communication. The position requires a persistent ability to balance and plan for many competing demands while completing required work on schedule and meeting deadlines. Some overtime may be required.

NOTES

The OAB is an Equal Opportunity Employer. A conditional offer of employment to the final candidate will be contingent upon the results of a criminal background check. Credit check may also be required. Veteran's preference points do not apply to this position.

CONCLUSION

This posting is for an unclassified position. Veteran's preference points apply only for initial appointment in the classified service.

BENEFITS

This is a full-time unclassified state position with full state retirement and insurance benefits, including paid health, dental, life, and disability insurance.