

Department: Oklahoma Accountancy Board
County Location: Oklahoma
Date Opened: July 18, 2014 8:00 AM
Filing Deadline: July 31, 2014 5:00:00 PM
Salary: \$25,000 to \$35,000 depending on qualifications
Full or Part Time: Full – Time

DO NOT apply for this position through the Office of Personnel Management!

APPLICATION INSTRUCTIONS:

Interested candidates should submit a letter of interest and a resume to Randall A. Ross, CPA at rross@oab.ok.gov. Please include Administrative Assistant I or II in the subject line.

Basic Purpose

Administrative Assistant Level I or II – Oklahoma Accountancy Board

The Oklahoma Accountancy Board (OAB) is a multi-functional State regulatory agency whose mission is to safeguard the public welfare by prescribing and assessing the qualifications and regulating the professional conduct of individual registrants and registered firms authorized to engage in the practice of public accounting in the State of Oklahoma.

The OAB is actively recruiting for the position of Administrative Assistant I or II. The successful candidate will serve as the assistant to the various OAB program coordinators as well as perform other duties as assigned.

Typical Functions

Responsible for providing administrative support for program areas and support functions, or serve as an assistant to, or provide administrative support to a program coordinator, administrator or an official; under minimal supervision, provide complex and routine responses to inquiries interpreting statutes, rules and Board policies; assist with the compilation, preparation and distribution of Board meeting agendas, minutes and other reports; may also include responsibility for performing duties involving the processing of applications for various types of permits or licenses, maintaining various records, preparing correspondence or other materials, and similar activities; other duties as assigned.

Minimum Qualifications

The successful candidate for the Administrative Assistant II classification must possess strong written and verbal skills. Candidates should also have experience working in a professional office environment and have proficiencies in Excel and

Word. Preference will be given to candidates with a Bachelor's degree in Business Administration or related field plus 2 years professional experience or an equivalent combination of education and experience.

The successful candidate for the Administrative Assistant I classification must possess strong written and verbal skills. Candidates should also have experience working in a professional office environment and have proficiencies in Excel and Word. Preference will be given to candidates with an Associate's degree or an equivalent combination of education and experience.

Notes

The Oklahoma Accountancy Board is committed to providing equal employment and advancement opportunities without regard to political or religious opinion or affiliation, race, creed, gender, age, color, national origin, or disability, so long as the disability does not render the person unable to do the work for which employed. All qualified applicants are encouraged to apply.