Department:	Oklahoma Accountancy Board
County Location:	Oklahoma
Date Opened:	09-22-16 8:00 AM
Filing Deadline:	10-14-16 5:00:00 PM
Salary:	Up to $36,000
Full or Part Time:	Full – Time

DO NOT apply for this position through the Office of Enterprise and Management Services

INTRODUCTION

The Oklahoma Accountancy Board (Board) is accepting applications for an **Administrative Assistant II**. Anyone interested in being considered must submit a resume, cover letter and a list of professional references to: The Oklahoma Accountancy Board, Attention Randy Ross, CPA, 201 NW 63rd Street, Suite 210, Oklahoma City, OK 73116 or via email okaccybd@oab.ok.gov.

If you have applied for an Administrative Assistant II position with the Board within the last three weeks please do no reapply as your résumé will be considered if the minimal requirements for the current position are met.

BASIC PURPOSE

The successful candidate will serve as the assistant to the Director, various program coordinators, and perform other duties as assigned.

TYPICAL FUNCTIONS

- Assistant to the Executive Director
- Draft the minutes and directives of Board meetings
- Reserve meeting space and hotel accommodations for Board related meetings and events
- Provide assistance to various program coordinators
- Maintains accurate records of time and leave accruals for all employees
- Ensure personnel transactions are transmitted to OMES and/or OPERS
- Update policy and rule books as necessary

KNOWLEDGE, SKILLS & ABILITIES

Applicants are expected to possess experience maintaining confidential material, working in a professional office environment, and be proficient in Excel, Power Point and Word. Additionally, the successful candidate will exhibit strong written and verbal skills.

EDUCATION REQUIREMENTS

Bachelor's degree in Business Administration or related field plus two years professional experience or an equivalent combination of education and experience.

WORKING CONDITIONS

Work will be performed in an office setting with extensive use of computer and telephone. 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. Some overnight travel to attend offsite Board meetings will be required.

NOTES

The Oklahoma Accountancy Board (Board) exists to safeguard the public welfare by prescribing and assessing the qualifications of 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 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.

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.