

Department: Oklahoma Accountancy Board
County Location: Oklahoma
Date Opened: January 3, 2010 3:33:00 PM
Filing Deadline: January 21, 2010 5:00:00 PM
Salary: \$25,999.92 to \$30,000 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 Colin Autin at cautin@oab.ok.gov. Please include Administrative Assistant 1 in the subject line.

Basic Purpose

Administrative Assistant Level 1 – 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. The successful candidate will serve as the assistant to the Examination Coordinator and Licensing Coordinator.

Typical Functions

The successful candidate will be the primary administrative support to the Examination Coordinator and Licensing Coordinator; provide support to other OAB departments when necessary; serve as backup to the receptionist; prepare agenda packets for regular and special OAB meetings; make arrangements for special events; and any other duties as assigned.

Minimum Qualifications

The successful candidate 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.