

Department: Oklahoma Accountancy Board
County Location: Oklahoma
Date Opened: January 3, 2010 3:33:00 PM
Filing Deadline: January 14, 2010 5:00:00 PM
Salary: \$37,992 to \$42,000 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 CPE Coordinator in the subject line.

Basic Purpose

Continuing Professional Education Coordinator – 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 Continuing Professional Education (CPE) Coordinator. The successful candidate will oversee the administrative functions of the Board's CPE department.

Typical Functions

The CPE Coordinator makes decisions on complicated issues regarding CPE reporting and compliance for Certified Public Accountants and Public Accountants; reviews CPE forms for compliance with OAB requirements; identifies and reports violations of CPE requirements within the Oklahoma Accountancy Act to the Executive Director and OAB Enforcement Coordinator; serve as liaison to the OAB CPE Committee; answers complicated verbal and written inquiries regarding CPE requirements; and oversees the annual CPE audit.

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 at least a bachelor's degree in business or related field 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.