OKLAHOMA BUREAU OF NARCOTICS AND DANGEROUS DRUGS CONTROL

VACANCY ANNOUNCEMENT

UNCLASSIFIED POSITION

Opening Date: February 1, 2012 Closing Date: February 8, 2012

Job Family / Code: **Fiscal/HR Accountant /8101**

Position Numbers: 47700157
Announcement Number: 12-6
Salary : $3,556.43 per month
Number of Vacancies: 1
Work Locations: OBN Headquarters, OKC
Division: Fiscal

Application Filing Procedures: Please submit to OBN Human Resources on or before the closing date:

- Cover letter identifying title of the position, announcement number and daytime contact information including email address
- Resume
- If currently a state employee, please provide current and prior year (most recent) PMP evaluation.

Requirements:
Non-OBN applicants must pass a background investigation and a polygraph examination. A selected ***classified*** applicant must sign a letter of understanding that they are resigning the classified service to accept the position in the unclassified service.

Education and Experience Requirements:
Requirements consist of a bachelor's degree in accounting or business, finance or closely related field plus two years of accounting experience in state or local government or an equivalent combination of education and experience, substituting one year of bookkeeping for each year of the required degree. Preference will be given to candidate with experience in PeopleSoft/CORE and HCM systems, in processing vouchers, running reports/queries, HR transaction processing, payroll processing, proficiency in Microsoft Word, Excel, etc.

Other Requirements: Subsequent to conditional offer of employment, a background investigation, polygraph, and drug test must be successfully completed. Applicants must possess a valid Oklahoma driver's license at the time of appointment.

Application materials must be received by 5 p.m. on the closing date. Send to: OKC Headquarters: 440 N.E. 39th Street, Oklahoma City, OK 73105 - Phones: 405-530-3145 / 1-800-522-8031 Fax: 405-530-3192

An Equal Opportunity Employer

Fiscal/HR Accountant

BASIC PURPOSE:
Positions in this job family are assigned responsibilities involving professional level work in the maintenance, analysis, interpretation and management of financial and accounting data and Human Resource 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.

This employee will be primarily responsible for performing routine work in the fiscal department while maintaining, analyzing and reporting financial information and applying generally accepted accounting principles. In this role he or she will perform tasks involving the maintenance of financial information, reviewing and processing routine vouchers and invoices for payment, preparation of routine or standardized accounting reports and financial statements and the reconciliation of simple accounting transactions.

Major Work Duties:
Following are some of the major job duties:

- Reviews and processes expense vouchers, invoices, and other fiscal documents for payment; reconciles various financial reports and other data concerning fiscal operations.
- Processes requisitions for supplies, materials and equipment.
- Reviews, analyzes and presents financial data, including revenue projections and expenditure reports, to determine funding requirements.
- Prepares 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.
- Maintains various ledgers, journals, registers and other fiscal records; allocates revenues to appropriate functions; classifies expenditures and posts to various accounts as required.
- Determines payroll requirements; maintains payroll data; prepares and processes monthly payrolls
- Supports HR functions by compiling materials for interview boards, as well as filing and disseminating employee information.

Knowledge, Skills and Abilities include 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; process invoices for payment; review and analyze financial information; maintain routine accounting data; knowledge of payroll systems and budget preparation. Ability is required to review revenue and cost data for preparation of budget work programs.

Includes knowledge of the Office of State Finance Policies and Procedures, the Department of Central Services rules for Procurement, the Oklahoma Personnel Act and the Merit Rules for Personnel Administration; Ability is required to plan, direct and coordinate accounting activities; to interpret, analyze and resolve accounts payable, voucher processing; payroll, etc. Incumbent should be able to communicate effectively, both orally and in writing; to organize and conduct several projects simultaneously; and to analyze complex situations and adopt an appropriate course of action.