

Job Opening

#14-11-The Oklahoma Insurance Department has an opening in the Comptroller Division for a Budget Manager. The salary range is \$47,000 to \$57,000. **Submit résumés by 5:00 p.m., November 21, 2014.**

By e-mail to: humanresources@oid.ok.gov

DEFINITION

Under direct supervision perform analytical work involving the collection and evaluation of agency financial data, budgetary control records and other information concerning agency expenditures and revenues to determine budget requirements, develop budget work programs, including the analysis of financial information concerning expenditures for payroll, capital projects, operating expenses, supplies and equipment, professional services contracts and other costs. This includes maintenance, analyzing and reporting financial accounting data, maintaining appropriate state accounting systems, establishing necessary financial controls, approving various expenditures and obligations, timely reconciliation and reporting of grant programs, planning and conducting internal and external audits.

EXAMPLES OF WORK PERFORMED

- Prepare Budget Work Program and maintain data on a regular basis
- Plan and coordinates fiscal operations and financial accounting functions, fiscal reporting requirements and budget work program
- Supervise and maintain accounting functions and records
- Manage appropriations or other revenues and other financial transactions
- Prepare financial statements and reports
- Maintain automated budgeting systems which provide control of expenditures and a log of warrants refunded returned, cancelled and cancelled by statute
- Analyze budget expenditures, report to Senior Management and Division Directors on a monthly basis, make recommendations on spending trends, and report information as needed

KNOWLEDGE, SKILLS AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE

Bachelor's degree in accounting, business, finance or a closely related field or Master's degree (M.A.) or equivalent; or three to five years related experience and/or training; or equivalent combination of education and experience with one year of experience equal to advanced education. State of Oklahoma accounting experience preferred including PeopleSoft and State PCard programs. Familiarity with Federal Grant program operations and reporting. Preference given to CPA credentialed individuals.

ADDITIONAL REQUIREMENTS

Strong communication skills. Ability to meet deadlines. Self-starter who can work both independently and in a team effort and balance a variety of tasks. Experience with Excel. Individual may be required to pursue NAIC designations as job duties require.

MUST PASS BACKGROUND CHECK.

NOTE: Employees of the Oklahoma Insurance Department cannot have an immediate relative who is financially interested, directly or indirectly, in any insurer, agency or insurance transaction (except as a policyholder or claimant). The selected applicant must not have a felony conviction and must pass a background check.

Employees of the Oklahoma Insurance Department are unclassified employees of the state. For benefits offered by the State of Oklahoma to employees of the state, please use this link to access the Office of Personnel Management benefits page at http://www.ok.gov/opm/HR_and_Employee_Services/index.html
EEO/AA