

## Job Opening

#13-03-The Oklahoma Insurance Department has an opening in the Comptroller Division for a Comptroller. The salary is commensurate based on experience. **This position is open until filled.** Send resumes to:

Oklahoma Insurance Department  
Attn: Human Resources  
by e-mail to: [humanresources@oid.ok.gov](mailto:humanresources@oid.ok.gov)

### **DEFINITION**

Under supervision of the Chief Deputy Insurance Commissioner, participates in all phases of Department contracts. 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, includes 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, planning and conducting internal and external audits.

### **DUTIES AND RESPONSIBILITIES**

- Develop, write, process and manage the procurement of large and complex contracts
- Develop Invitations to Bid (ITB) and Requests for Proposals (RFP), including solicitation documents, evaluation methodology, timelines, suggested vendors, and other related documents
- Develop and monitor contracts
- Assure contracts are in accordance with state and federal laws, as well as agency policies and procedure; coordinate with the Department of Central Services staff and make recommendations regarding contractual and procurement issues
- Review, prepare and process various invoices, travel claims and vouchers for payment
- Print and maintain daily accounts payable reports from the PeopleSoft system and make correcting entries as needed
- Prepares Budget Work Program and maintains data on a regular basis.
- Plans and coordinates fiscal operations and financial accounting functions, fiscal reporting requirements and budget work program.
- Analyzes expenditures and other financial data; prepares monthly operations reports, financial statements, schedules and statistical data.
- Maintains accounting functions and records; responsible for managing appropriations or other revenues, and other financial transactions.
- Prepares financial statements and reports.
- Maintains automated budgeting systems which provide control of expenditures, a log of warrants refunded returned, cancelled and cancelled by statute.
- Analyze budge expenditures, report to Senior Management and Division Directors on a monthly basis, makes recommendations on spending trends, and reports information as needed.
- Other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of and proficiency in state and federal procurement laws, Oklahoma's Central Purchasing Act, and the procurement rules and regulations of the Department of Central Services
- Proficiency in Oklahoma's PeopleSoft Purchasing module and Microsoft's Excel and Word
- Ability to establish and maintain effective working relationships
- Effective communication skills
- Detail oriented

**EDUCATION AND EXPERIENCE:**

Qualified applicants *must have* current certification in good standing as a Certified Procurement Officer, 5 years experience with procurement of large and complex contracts for the state of Oklahoma. Preference may be given to candidates with bachelor's degrees or advanced education and experience with Oklahoma's PeopleSoft Accounts Payable module, experience with federal grants, or a working knowledge of the Office of State Finance's claims procedures. Preference given to CPA credentialed individuals.

**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](http://www.ok.gov/opm/HR_and_Employee_Services/index.html). EEO/AA