

## Job Opening

#19-11-The Oklahoma Insurance Department has an opening in the Premium Tax Unit of the Comptroller Division for an Auditor II. The salary is \$39,600. **This position is open until filled.**

Email resumes to: [angie.powers@oid.ok.gov](mailto:angie.powers@oid.ok.gov)

### **DEFINITION:**

This position is responsible for full performance level of basic audit processes. The employee will conduct audits of the quarterly and annual filings of surplus lines insurance brokers and annual filings of surplus lines insurance companies for accuracy and completeness, and to ensure compliance with all applicable regulatory provisions. This includes identifying deficiencies and advising on compliance with established requirements or standards. The employee will compile periodic summary reports to be submitted to the Premium Tax Audit Unit Manager. The employee will work independently for assigned audit responsibility and will also serve as a team member by cross-training and assisting when necessary with oversight of premium tax filings of traditional and captive insurance companies.

### **DUTIES AND RESPONSIBILITIES:**

- Daily post surplus lines premium tax collections received by EFT or check, which may range from a few to dozens per day.
- Manage and file quarterly and annual filing documents in a digital format in a virtual file system.
- Conduct audits on the quarterly and annual premium tax filings of approximately 2,000 surplus lines insurance brokers and annual filings of approximately 200 surplus lines insurance companies.
- Verify, create, and compile documentation for brokers' requested refunds of overpaid premium tax.
- Advise Premium Tax Audit Unit Manager and make recommendations to resolve problems and discrepancies, which may involve email, letters, and telephone communications with surplus lines brokers' and companies' premium tax department staff.
- Compile audit schedules and work with external audit requests as necessary.

### **KNOWLEDGE AND SKILLS:**

- Knowledge of generally accepted accounting principles and financial reports.
- Experience with computers and the following programs: Microsoft Excel, Word and Outlook; Adobe Acrobat; experience with AS400, OPTins, and SBS preferred.
- Ability to review and audit reports and interpret statutes and rules concerning information contained in reports.
- Effective time management and organizational skills.
- Proficient typing and ten-key skills.
- Ability to establish and maintain effective working relationships.
- Ability to make routine business decisions, with close attention to detail.
- Excellent verbal and written communication skills.

### **EDUCATION AND EXPERIENCE:**

Bachelor's degree in accounting, business, finance, or closely related field is desired, plus one year of accounting or financial experience. Or an equivalent combination of education and experience, substituting one year of qualifying experience for each year of college education. Any of the following professional designations will be preferred: CPA, CFE, AIE, CIE, CIE, CPCU, or FLMI.

### **NOTE:**

Upon hire, any applicant who is licensed as a producer/agent, adjuster or is otherwise affiliated with any entity that is regulated by the department must surrender their license and terminate any financial or non-financial affiliation with the entity that is regulated by the department. The selected applicant must pass a background check. Individual may be required to pursue NAIC designations as job duties require.

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 Human Capital Management benefits page at <https://omes.ok.gov/services/employee-benefits>

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