STATE OF OKLAHOMA
OFFICE OF THE STATE TREASURER

POSITION ANNOUNCEMENT
Accountant I

Starting Monthly Salary Range: $3,083.33 - $3,500.00
Starting Annual Salary Range: $37,000.00 - $42,000.00

* Please attach a cover letter and resume to your application.
* Please attach a copy of transcripts and certifications to your application.

About The Job:
The Oklahoma State Treasurer is seeking a detail-oriented and hard-working individual to join our Portfolio Accounting & Reporting team located at the Oklahoma State Capitol Building. The Accountant job family has four levels which are distinguished by the complexity of assignments, the level of expertise required to perform the duties assigned, and the responsibility for providing leadership to others.

Level I
This is the basic level of the job family where employees are primarily responsible for performing routine entry level work in a training status to build their skills in maintaining, analyzing, and reporting financial information and applying generally accepted accounting principles. In this role, employees 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.

General Function:
Accountants I are assigned responsibilities involving professional level work in the maintenance, analysis, interpretation, and management of financial accounting data. This includes the preparation and posting of various journals, ledgers and accounts, analysis and presentation of financial data, allocation of funds to various accounts or functions, and other similar activities.

Benefits:
State employees enjoy a comprehensive Benefit Package with a generous benefit allowance to offset the cost of insurance premiums for employees and their eligible dependents, retirement savings plan, 11 paid holidays, and longevity payments. Employees are provided a benefit allowance to spend towards their benefits. Employees earn 15 days of vacation and 15 days of sick leave in the first year of employment.
**Physical Demands and Work Environment:**
Work is typically performed in an office setting with a climate-controlled settings and exposure to moderate noise level. While performing the duties of the job, employee is required to communicate, move about inside the office, make 10-key entries, and utilize a keyboard. This position requires long periods of remaining in a stationary position and daily use of a computer and phone.

**Essential Functions:**
The functions within this job family will vary by level, but may include the following:
- Maintains financial records for the Office of the State Treasurer and records transactions in a variety of systems.
- Performs daily and monthly bank reconciliations to identify errors and to ensure consistency between systems or other entities.
- MUST be proficient with PC office software, Microsoft Office Suite, desktop tools, and data entry ability.
- Posts custodial transactions to the Treasurer’s Unclaimed Property Wagers database.
- Back up Treasurer’s front desk receptionist.
- Provides support for other departmental functions.
- Other duties as assigned.

**Complexity Of Knowledge, Skills, and Abilities:**
Knowledge of
- General accounting & bookkeeping principles, theories, financial statements and reports, accounting ledgers, and journals.
- Knowledge of computer technology related to accounting systems, including Excel.
- Ability to prepare basic financial statements and reports, review and analyze financial information; and to maintain routine accounting data in appropriate ledgers and journals.
- Knowledge and experience with bank reconciliations.
- Analytical skills are required to identify anomalies, find the source of issues, and take corrective action.
- Excellent written and oral communication and customer service skills are essential to this position.
- Effective team player with excellent interpersonal skills and experience completing assignments both individually and as part of a team.

Skills in
- Expressing ideas clearly and concisely, both orally and in writing.
- Establishing and maintaining effective working relationships with other employees, and the public.
- Use computers in reviewing, analyzing, and calculating.
- Maintain a professional demeanor in all situations.
Ability to
• Use good judgment.
• Critical thinking.
• Read, interpret, and apply various rules and regulations.
• Be proficient with PC office software, Microsoft Office Suite, desktop tools, and data entry ability.
• Demonstrate strong analytical interpersonal, problem solving, and time management.
• Be detail oriented.

Education and Experience Requirements:
Requirements at this level consist of
• Completion of a bachelor’s degree in accounting (preferred), business, finance, or a closely related field; OR an equivalent combination of education and experience.
• 1-year of qualifying experience in business, accounting, finance, or public administration.

Special Requirements:
• Core working hours are Monday through Friday, 8:00 am to 5:00 pm.
• Limited weekly tele-work opportunities may be available at agency discretion upon successful demonstration of proficiency and understanding of job duties.
• All new hire employees are subject to a minimum 6-month trial period.
• This position is at-will and Non-Exempt.

Additional Requirements:
If education, certification, or licensure is required to meet qualifications, applicants must provide documentation with application.

All applicants must be legally authorized to work in the United States without visa sponsorship and are subject to a background check.

All applicants may be subject to an authorized credit check at agency discretion.

This job description is not designed to cover nor contain a comprehensive listing of activities, duties or responsibilities that are required of the applicant selected for this job. Duties, responsibilities, and activities may change at any time with or without notice based upon agency and division needs.

The Office of the State Treasurer is an Equal Opportunity Employer.

www.ok.gov/treasurer

Adopted: April 2022 Job Code: 0755