



**STATE OF OKLAHOMA
OFFICE OF THE STATE TREASURER**

POSITION ANNOUNCEMENT

Posting Date: December 5, 2011

Cover letters and résumés will be accepted until the end of business on Friday, December 23rd, 2011 by the HR Manager, 2300 N. Lincoln, Room 217, Oklahoma City, Oklahoma 73105.

**Accountant I
(Banking Operations)**

Tentative Examination Weights: Education and Experience

Monthly Salary Range: \$ 2,357.33 - \$3,928.83

Annual Salary Range: \$28,288 - \$47,146

Duties and Responsibilities: Posting of electronic deposits to state agency accounts by receiving and processing ACH credit and wire transfer transactions from external sources. Preparation of a summary of daily deposits at the State's operating bank including lockbox, credit card, wire transfer and electronic transfer fund transactions. Assist state agency customers resolving problems and answering questions regarding daily deposit activity. Perform daily functions for processing ACH and wire transfer deposits accurately and timely. Perform a wide variety of duties as Vault Controller which includes preparing change orders for cash replenishment, verifying large currency orders delivered via armored car and deposit bags delivered by state agencies. Conduct daily, weekly and monthly counts of vault items for balancing. Work closely with team members to accurately and efficiently complete all daily departmental work by the appropriate deadlines. Perform other duties/desks as assigned.

Minimum Requirements: a bachelor's degree in accounting or a bachelor's degree in business, finance or a closely related field or an equivalent combination of education and experience, substituting one year of bookkeeping for each year of the required degree. 15 to 18 accounting hours preferred.

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

www.ok.gov/treasurer

ACCOUNTANT

BASIC PURPOSE:

Positions in this job family 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, and allocation of funds to various accounts or functions, and other similar activities.

TYPICAL FUNCTIONS:

The functions within this job family will vary by level, but may include the following:

- Preparation of a summary of daily deposits including lockbox, credit card, wire transfer and ACH transactions at the State's operating bank.
- Meet critical processing deadlines for accurately posting received ACH and wire transfer deposits to the appropriate state agency account.
- Assist state agency customers, and occasionally external customers, with questions regarding ACH Deposits and incoming wire transactions.
- Communicate with state agency customers, provide statements and identify and resolve discrepancies and initiate any necessary credits.
- Prepare deposit notices for unclaimed ACH and wire transfer deposits.
- Monthly reconciliation of internal accounts, processing internal transfers among state agencies, cashier duties such as check cashing and processing electronic deposits via Remote Deposit Capture.
- Compiles daily incoming data, prepares reports regarding claimed and unclaimed ACH Deposits for investment purposes.
- Reconciliation of daily accounts supplying notification to the appropriate department of the status of the account.
- Performs a variety of duties, under strict time constraints, including handling cash and/or checks in a secure environment for internal and external customers. Responsibilities may include: counting and receiving cash orders from armored couriers and deposits from internal departments, opening deposit bags, verifying deposits, reviewing for fraud, preparing adjustments, sorting bills and filling currency/coin orders.
- Act as Vault Controller with a working knowledge of vault operations to include opening/closing of the vault, ensuring vault has sufficient cash supply by buying and selling cash with a financial institution. Works closely with the cashier providing appropriate levels of cash and researching and reconciling discrepancies regarding the daily balancing of the vault.
- May be expected to train state agencies on PeopleSoft deposit and transfer entries.
- Serve as backup for cashier including check cashing and processing electronic deposits via remote deposit capture.
- Serve as backup for disbursements including exception correction and returns through the Federal Reserve.

TYPICAL FUNCTIONS (CONTINUED):

- Serve as backup for deposits including daily lockbox, tax, credit card and EFT return deposits.
- Serve as backup for chargeback's and internal transfers.
- Works closely with team members to accurately and efficiently complete all daily departmental work by the appropriate deadlines. Performs other duties as assigned.
- Ability to demonstrate a high degree of business professional behaviors including punctuality, attendance, responsiveness, and dependability in compliance with office policies and procedures.

LEVEL DESCRIPTORS:

The Accountant job family has four levels which are distinguished by the complexity of assignments, the level of expertise required to perform the duties.

Level I Code: 9224 Salary: \$28,288 - \$47,146

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 they 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.

Knowledge, Skills and Abilities required at this level 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 basic financial statements and reports; to review and analyze financial information; and to maintain routine accounting data in appropriate ledgers and journals.

Education and Experience requirements at this level consist of a bachelor's degree in accounting or a bachelor's degree in business, finance or a closely related field or an equivalent combination of education and experience, substituting one year of bookkeeping for each year of the required degree. 15 to 18 accounting hours preferred.