STATE OF OKLAHOMA
OFFICE OF THE STATE TREASURER

POSITION ANNOUNCEMENT

Posting Date: September 1, 2010

Cover letters, résumés, and references will be accepted until the close of business on September 17, 2010 by the HR Manager by mail at 4545 N. Lincoln, Suite 106, Oklahoma City, Oklahoma 73105-3413, by email at jobs@treasurer.ok.gov or by fax at 405-521-4993.

CERTIFIED PUBLIC ACCOUNTANT I
(Securities Operations)

Tentative Examination Weights:	Education and Experience
Starting Monthly Salary Range:	$4,167.67 - $5,000.00
Starting Annual Salary Range:	$50,000.04 - $60,000

Duties and Responsibilities: Performs detailed reporting, maintenance, and analysis of financial accounting data relating to a variety of investment types. Maintains knowledge of current governmental accounting theory and auditing; a self-starter with excellent communication skills and the ability to work independently to meet deadlines. Must manage time responsibly.

Minimum Requirements: Must be a Certified Public Accountant with at least two (2) years experience in accounting, securities or a financial environment; must possess strong analytical, communication, and project management skills. Systems development and investment background a plus.

The Office of the State Treasurer is an Equal Opportunity Employer.
www.ok.gov/treasurer

CERTIFIED PUBLIC ACCOUNTANT I
(Securities Operations)

Definition:

Positions in this job family are assigned responsibilities involving a professional level work in the maintenance, analysis, interpretation and management of financial accounting data. Under general direction, positions will maintain major accounting operations, prepare financial statements, and perform financial analysis.

Examples of Work Performed:

Job responsibilities will include knowledge of general governmental accounting issues as well as statewide federal reporting and compliance issues. Functions within this job family will:

1. Prepare analysis of expenditures, balances, reports and other financial data for the agency.
2. Verify or reconcile account balance information internally and with the Office of State Finance.
3. Make entries to ledgers and other accounting records.
4. Prepare financial statements including assistance with independent audits.
5. Confer with administrators and staff about accounting issues.
6. Perform related work as required.

Knowledge and Skills:

Knowledge of current governmental accounting theory, auditing, and fiscal principles; of auditing procedures and practices; of laws and regulations; of accounting procedures; of the State's accounting and personal computer network systems including the interfaces with other state agency systems; of maintenance of fiscal records and reports necessary to manage a state agency; and of data-processing applications to accounting record problems. Must also be willing to work in a professional manner on a variety of projects with personnel of varied technical abilities. Demonstrated proficiency with personal computer applications is required.

Education and Experience:

Must be a Certified Public Accountant with at least two (2) years experience in an accounting, securities or financial environment; must possess strong analytical, communication, and project management skills.

EEOC: Professional Salary Range: $50,000.04 to $60,000 ADOPTED: 9/1/2010 Job Code: 9327