STATE OF OKLAHOMA
OFFICE OF THE STATE TREASURER

POSITION ANNOUNCEMENT

Posting Date: September 4, 2015

Cover letters, applications and résumés will be accepted until filled by the HR Manager by mail at 2300 N. Lincoln, Room 217, Oklahoma City, Oklahoma 73105, by fax at 405-521-4993 or email at marria.bratcher@treasurer.ok.gov.

Office Administrator

Tentative Examination Weights: Education and Experience

Monthly Salary Range: $2,666.68 - $3,561.09

Annual Salary Range: $32,000 - $42,733

Duties and Responsibilities: Maintains and coordinates office services including support for operations, procedures, records disposal, agreements and contracts, systems accesses, AR, deposit preparation, inventory and procurement.

Minimum Requirements: Intermediate Microsoft Office proficiency is a must. Bachelor's degree in a business related field with two years of applicable experience is required.

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

www.ok.gov/treasurer

Office Administrator

Basic Purpose:

The Office Administrator works under the general direction of the Chief Deputy State Treasurer and facilitates the efficient functioning of the office through a range of financial, managerial, administrative, and clerical tasks.

Typical Functions:

- Maintains office services by coordinating and monitoring outsourced office support operations and procedures; including payroll and purchasing, support for desktop computers and related peripherals (monitors, printers, copiers, etc.) and support for office facility access system.
- Provides historical reference by defining procedures for retention, protection, retrieval, transfer, and disposal of records in accordance with Oklahoma law.
- Maintains contract file documentation. Monitors receipt of state agency participation agreements and contract renewals. Coordinates requests for proposals, receipt of proposals and contract award documents.
- Coordinates system access to certain financial institutions and to the investment portfolio management application in accordance with established policies and procedures.
- Maintains office services by gathering and reviewing documentation supporting fees for services, preparing and distributing billing statements and preparing deposits.
- Maintains office efficiency by maintaining equipment inventory and coordinating equipment procurement and maintenance.
- Completes operational requirements for unclaimed property settlement including printing checks and recording related securities transactions.
- Prepares requests for requisitions, obtains purchasing information, reviews invoices, obtains approvals and follows up on work results as necessary. Reformats, distributes and reviews time reports for management as requested.
- Pulls reports from financial institutions and prepares spreadsheets designed to keep management informed regarding the analyses of various accounts and related banking fees.
- Provides reports, documentation, and operating details as necessary to assist with the preparation of an annual budget and annual financial statements including scheduling expenditures and analyzing variances.
- Assists with maintenance of agency website.
- Contributes to team effort by accomplishing related results as needed.

LEVEL DESCRIPTORS:

Level I **Code: 4903** **Salary Band: $32,000 - $42,733**

Knowledge, Skills and Abilities: Knowledge of accounting terms and of computer technology related to accounting systems. Knowledge of key internal control concepts such as segregation of duties, physical control and independent verification. Must possess an intermediate skill level with Microsoft Office software and the ability to prepare and maintain spreadsheets. Ability to analyze data to identify trends and anomalies. Ability is required to establish and maintain effective working relationships with staff, agencies and business partners; and to communicate effectively, both orally and in writing.

Education and Experience: Bachelor's degree in a business related field with two years of applicable experience.