

OKLAHOMA CORPORATION COMMISSION
HUMAN RESOURCES DEPARTMENT
UNCLASSIFIED POSITION VACANCY ANNOUNCEMENT

To apply, submit a resume, cover letter with contact information, and a copy of your most recent evaluation if applicable to the **OKLAHOMA CORPORATION COMMISSION**, P.O. Box 52000, Oklahoma City, OK 73152-2000, or email to HR3@occemail.com or fax to 405.521.6045 prior to the closing date and time specified below. If you need assistance, please call 405.521.3596.

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ANNOUNCEMENT NUMBER: 2018-65/LDM OCC PIN NUMBER: 18500441 NO. OF VACANCIES: 1

JOB TITLE: PUBLIC UTILITY DIVISION COORDINATOR CODE: 9541 SALARY RANGE: \$50,000 – \$70,000

POSTING DATE & TIME: January 12, 2018 8:00 a.m.

CLOSING DATE & TIME: January 22, 2018 4:30 p.m.

FLSA LISTING: X EXEMPT NON-EXEMPT EEOC: Professional

IMMEDIATE SUPERVISOR: Janice Lisko, Regulatory Manager

LOCATION OF WORK: Public Utility Division/Energy
Jim Thorpe Building Oklahoma City, OK

MINIMUM QUALIFICATIONS:

A bachelor's degree in finance, accounting, or a closely related field and two (2) years of professional accounting, finance, management, or auditing experience. Equivalent combination of education and experience may be used to substituted degree requirements.

NOTE: Prior Utility Regulation experience is required.

TYPICAL FUNCTIONS:

- Plans the scope of audits, determinations, and reviews testimony/determinations; develops methods, audit programs and assignments for assigned staff; supervises, and reviews compliance with the program and consistency of adjustments; establishes and enforces audit timeframes.
- Organizes audit findings and presents to management in order to reach agreement on ratemaking treatments.
- Attends hearings and provides expert testimony as well as testifying to work of assigned auditors and to accounting and auditing policy; reviews Administrative Law Judge reports and Commission orders for technical accuracy.
- Researches current regulatory issues and provides policy input; provides technical guidance to auditors, the public, and regulated entities.
- Personnel Coordinators will provide training and evaluate performance. They will provide direct supervision which includes additional responsibilities for employee development, approving leave and initiating disciplinary actions

OCC NOTE: Job assignments and salary will be based on the education and experience of the chosen applicant. Travel and extended workweek may be required.

APPLICANT SOURCE: ALL SOURCES

AN EQUAL OPPORTUNITY EMPLOYER