

**OKLAHOMA CORPORATION COMMISSION
HUMAN RESOURCES DEPARTMENT
CLASSIFIED POSITION VACANCY ANNOUNCEMENT**

To apply, follow the application procedures at the Human Capital Management's website: <http://jobaps.com/ok>, OR if you are a current State employee or have reinstatement rights, apply at <http://www.jobaps.com/OK/promo.asp> prior to the closing date and time specified below. If you need assistance for an interview, please call 405.521.3596.

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ANNOUNCEMENT NUMBER: 2018-44/pw NO.OF VACANCIES: 1 OCC PIN: 18500031

POSITION TITLE AND CODE: Accountant, D14B

PAY BAND: J SALARY RANGE: \$45,000/ann

POSTING DATE & TIME: October 5, 2017 8:00 a.m.

CLOSING DATE & TIME: October 17, 2017 4:30 p.m.

FLSA LISTING: X EXEMPT NON-EXEMPT EEOC: Professional

IMMEDIATE SUPERVISOR: Connie Pan, APO

LOCATION OF WORK: ADM/Finance

MINIMUM QUALIFICATIONS:

Requirements at this level consist of a bachelor's degree in accounting or bachelor's degree in finance, business or a closely related field plus one year experience in performing professional accounting experience OR an equivalent combination of education and experience.

TYPICAL FUNCTIONS:

- Reviews, analyzes and presents financial data, including revenue projections and expenditure reports, to determine funding requirements.
- Prepares financial statements, reports of operations, expenditure reports, statistical data, and other information concerning financial requirements; assists in gathering and reviewing data for preparation of budget work programs.
- Maintains various ledgers, journals, registers and other fiscal records; allocates revenues to appropriate functions; classifies expenditures and posts to various accounts as required.
- Reviews and processes expense vouchers, invoices, and other fiscal documents for payment; reconciles various financial reports and other data concerning fiscal operations.
- Determines payroll requirements; maintains payroll data; prepares and processes monthly payrolls.

APPLICANT SOURCE: ALL SOURCES