

COMMISSIONERS OF THE LAND OFFICE

POSITION ANNOUNCEMENT

The following classified position is announced. The position is in the Financial Services Division. Depending on the applicant's qualifications the position may be filled at a higher level.

Job Family Level: Accountant I
Job Family Code: D14A
Pay Band/Salary Range: I - \$26,502 - \$48,587 (annually)
\$2,208.50 - \$4,048.92(monthly)

OR

Job Family Level: Accountant II
Job Family Code: D14B
Pay Band/Salary Range: J - \$29,136 - \$53,417 (annually)
\$2,428.03 - \$4,451.39 (monthly)

Announcement Date: March 14, 2016

Closing Date: March 18, 2016

Note: This position has been opened to outside applicants (non-state employees).

Application Filing Procedures Intra-agency: Submit Form 4B to Human Resources.

Application Filing Procedures Outside Agencies – Classified State Employees submit a resume, OPM 4B, a copy of most recent employee service evaluation and a cover letter which has a telephone number where you can be reached during office hours by 4:45 p.m. on the closing date.

The Appointing Authority may require a (1) year trial period in accordance with Merit Rule 530:10-1-55(b).

Duties and Requirements: In addition to the attached position description the primary duties will include: Accounts payable funding and processing, processing travel vouchers, serve as P-Card accountant, review payroll and record time and leave for the agency, process check disbursements for the Agency's Special Account (ASA), initiate Change Orders for purchases, and close agency purchase orders.

Special Qualifications: Special consideration will be given to those applicants who are: proficient in Excel and experienced with Oracle and/or Peoplesoft payables system; processing regular, travel and P-card vouchers; familiar with Oracle and/or Peoplesoft purchase orders (including entering funding), account codes, processing change orders and closing purchase orders. Experience with Oracle and/or Peoplesoft reports and queries a plus.

To apply for this position, please forward the required information to the following:

Debra Sprehe, Human Resources
Commissioners of the Land Office
204 N. Robinson, Suite 900
Oklahoma City, OK 73102
debbie.sprehe@clo.ok.gov
(405) 521-4000

The Commissioners of the Land Office is an Equal Opportunity Employer.

ACCOUNTANT, D14

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 preparation of financial statements and expenditure reports, review and approval of various vouchers and invoices for payment, analyzing budget requirements, preparing payroll data, 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:

- 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

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 assigned, and the responsibility for providing leadership to others.

Level I:

Code: D14A

Salary Band: I

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.

Level II:

Code: D14B

Salary Band: J

This is the career level of the job family where employees are assigned duties and responsibilities at the full-performance level and perform a wide range of tasks involving the maintenance, analysis, interpretation and reporting of financial accounting data and the application of generally accepted accounting principles and theories in the management of financial accounts and operations and other related activities. This includes maintenance of highly diverse accounts, financial analysis and reporting, participating in the preparation of budget work programs, reconciliation of accounting data, reviewing and processing financial documents for payment, maintaining payroll data and processing monthly payrolls, and similar responsibilities. At this level, guidance and training may be provided to technical or entry level employees performing accounting related duties.

Knowledge, Skills and Abilities required at this level include those identified in Level I plus knowledge of payroll systems and budget preparation. Ability is required to review revenue and cost data for the preparation of budget work programs.

Education and Experience requirements at this level consist of those identified in Level I plus one year of experience in performing professional accounting experience; or an equivalent combination of education and experience.

Level III:**Code: D14C****Salary Band: K**

This is the specialist level of this job family where employees are routinely assigned responsibilities for advanced level professional accounting work involving the management of highly diversified accounts with a high degree of activity, management of investment portfolios, or similar activities requiring the application of a broad range of knowledge of both accounting principles and financial operations. The work is generally performed with a high degree of technical and administrative freedom to plan, develop and organize all phases of the work necessary for completion within broad program guidelines.

Knowledge, Skills and Abilities required at this level include those identified in Level II plus knowledge of governmental accounting standards and demonstrated ability to perform highly independent work, make independent decisions and resolve complex accounting and financial problems.

Education and Experience requirements at this level consist of those identified in Level II plus two years of additional professional accounting experience.

Level IV:**Code: D14D****Salary Band: L**

This is the leadership level where employees are assigned responsibilities involving the direction or supervision of the work activities of an accounting unit, project, or program on a regular and consistent basis. This includes responsibility for planning, reviewing and organizing the work of an assigned staff as well as performing related administrative functions.

Knowledge, Skills and Abilities required at this level include those identified in Level III plus knowledge of supervisory practices and principles and ability to supervise and direct the work of others.

Education and Experience requirements at this level consist of those identified in Level III, and one additional year of professional accounting experience.