

## **JOB ANNOUNCEMENT**

The Oklahoma Department of Commerce is the primary economic development entity in the State. Our mission is to help create an environment where economic growth can occur. Our job is to bring jobs, investment, and economic prosperity to the state of Oklahoma. Through dynamic partnerships and innovative collaborations with companies, universities, not-for-profit organizations, and government leaders, we are building a business environment that supports business growth and shared community prosperity.

The Oklahoma Department of Commerce is seeking a full-time Budget Specialist I position. This position is a full-time unclassified position in state government. Oklahoma Department of Commerce offers a comprehensive [benefits packet](#), including a generous benefit allowance to offset the cost of insurance premiums for employees and their eligible dependents. For more information about the benefit options and allowances, [click here](#). The annual salary for this position is up to \$50,000, based on education and experience.

Qualified applicants must submit a resume, cover letter, and a list of reference sources to Human Resources. [Apply online](#) or send documents via email to [recruiter@OKcommerce.gov](mailto:recruiter@OKcommerce.gov).

Review of applications will begin immediately. **The deadline to apply is Thursday, September 30, 2021.**

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| <b>POSITION:</b>     | Budget Specialist I   |
| <b>DIVISION:</b>     | Workforce Development |
| <b>JOB LOCATION:</b> | Oklahoma City         |
| <b>SALARY:</b>       | \$45,000 - \$50,000   |
| <b>JOB NUMBER:</b>   | J-736                 |

### **POSITION DESCRIPTION & ESSENTIAL JOB FUNCTIONS:**

The Budget Specialist I for the Oklahoma Office of Workforce Development will assist the Fiscal Compliance and Operations Director in the day-to-day activities required to maintain fiscal and management accountability at the state and local levels. In addition, the Budget Specialist I will provide financial support in OOWD's budget and fiscal processes to ensure the timely and appropriate use of funds associated with the financial and administrative regulations as published by the U.S. Office of Management and Budget.

The Budget Specialist I will closely work with the Fiscal Compliance and Operations Director and will assist in ensuring fiscal integrity and compliance with federal and state regulations.

The Budget Specialist I will be tasked with working with the financial and program staff to accomplish the goals and needs of the Office of Workforce Development. In addition, the Budget Specialist I will also be responsible for the completion of general office administration to include:

- Processing reimbursements, developing and reviewing state and local contracts for alignment



with sound federal financial principles, developing Requests for Proposals, developing Memorandums of Understanding, and preparing and processing invoices.

- Assist with the maintenance of working budgets, including funding from various sources.
- Maintaining, updating, and retrieving financial information from various financial databases and systems.
- Provide support in preparing financial information necessary for accurate quarterly financial reports, as required by the U.S. Department of Labor, Employment and Training Administration.
- Complete all mandatory training plus a minimum of two professional development training a year.
- Perform other duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of financial principles and practices.
- Understanding of government or grant accounting.
- Proficiency in Microsoft Office applications.
- The capability of providing customer-centered technical assistance.
- Proven administrative and clerical skills.
- Ability to organize and prioritize workload.
- Strong verbal and written communication skills.
- Ability to demonstrate ethical and professional behavior.
- The capability of working independently, as well as in teams.
- Ability to analyze financial data, prepare budgets and financial reports.

**EDUCATION AND EXPERIENCE:**

- An associate degree in accounting, finance, or business. A combination of education and work experience will also be considered.
- Must have a minimum of 3 years' experience in accounting and financial management or a related field.
- Experience with federal grants or assistance preferred.

**AA/EOE**

