

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 an Accountant II position. This position is a full-time position in the 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 \$51,000, based on education and experience.

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Review of applications will begin immediately. **The deadline to apply is Wednesday, February 8, 2023.**

POSITION:	Accountant II (Federal Funds)
DIVISION:	Financial Services
OFFICE LOCATION:	Oklahoma City
SALARY:	\$45,000 - \$51,000
JOB NUMBER:	J-782

JOB DESCRIPTION & FUNCTIONS:

The Accountant II (Federal Funds) position will be responsible for reconciling federal funds and the processing of requests for funds for sub-grantees in accordance with government regulations and Agency policy. This includes drawing federal funds to process payments to Commerce's contract sub-recipients. The position addresses tight deadlines and a multitude of financial reporting activities. This position will also respond to inquiries from outside vendors and Agency-wide associates regarding requests for payment questions.

Accountant II will report to the Agency Accounting Manager and have daily contact with the Comptroller and CFO, which requires strong written and verbal, interpersonal communication skills. Successful candidates should have strong analytical, technical, interpersonal, problem-solving, and organizational skills. In addition, superior customer relations skills are required.

RESPONSIBILITIES:



- Maintains cash journals, control registers, subsidiary ledgers, general ledgers, and other fiscal records in accordance with government regulations and Agency policy.
- Prepares accounting adjustments, as required, within the Agency's financial system.
- Processes sub-grantee requests for payment and utilizes the PeopleSoft billing module to bill federal agencies.
- Draws funds from various federal online systems.
- Creates deposits in PeopleSoft and works with the Office of the State Treasurer to claim funds.
- Responds to inquiries from associates and contract sub-recipients regarding payment requests.
- Stays current and follows all state and federal rules and regulations pertaining to financial management.
- Assists in developing and implementing new processes and procedures to enhance the workflow of the division and Agency.
- Performs other accounting work as required and assigned.

KNOWLEDGE AND SKILLS:

The successful candidate must be self-directed. The candidate must possess strong analytical, technical, interpersonal, and organizational skills. Excellent attention to detail and accuracy are required.

Must be an effective communicator with strong verbal and written communication skills and possess the ability to think and work independently and as part of a team. The ability to work under pressure and meet deadlines is required.

Must have high initiative and the ability to express ideas clearly and concisely. Must possess problem-solving skills and the capability to handle multiple requests simultaneously.

The position requires knowledge of accepted accounting practices and principles. A demonstrated skill in coordinating the work of separate units and divisions is desirable. A working knowledge of governmental accounting and grant accounting is also desirable.

EDUCATION AND EXPERIENCE:

A bachelor's degree in accounting, finance, or business is preferred, or a minimum of 2 years of experience in the field of accounting will be required. New college graduates with a desire to learn will also be considered. Proficiency in Excel and the capacity to develop detailed charts and reports are required. A knowledge of PeopleSoft is desirable.

AA/EOE

