

## **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, non-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 to fill a full-time Accountant II (Accounts Payable) position. This position is a full-time position in state government. Oklahoma Department of Commerce offers a comprehensive [Benefits Package](#), including a generous benefit allowance to offset the cost of insurance premiums for employees and their eligible dependents. For more information about the benefit allowance, [\[Click Here\]](#). The annual salary for this position is up to \$53,000 based on education and experience.

**Qualified applicants must submit a resume, cover letter, and a list of reference sources.**

### **[Apply Online](#)**

Review of documents will begin immediately. **The deadline is September 12, 2023.**

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<b>POSITION:</b>	Accountant II (Accounts Payable)
<b>DIVISION:</b>	Financial Services
<b>SUPERVISOR:</b>	Allison Bixler
<b>JOB LOCATION:</b>	Oklahoma City
<b>SALARY:</b>	\$50,000 - \$53,000
<b>JOB NUMBER:</b>	J-803

#### **JOB DESCRIPTION & FUNCTIONS:**

The Accountant II is responsible for the fiscal management of all encumbered and non-encumbered accounts payable claims submitted to the Office of Management and Enterprise Services in accordance with government regulations and agency policy. These include payments to vendors and contract sub-recipients. The position addresses tight deadlines and a multitude of financial reporting activities, including the processing of loan repayments. This position will also provide collaborative support to the travel expense accountant and respond to inquiries from outside vendors and agency-wide associates regarding accounts payable questions. The Accountant II will report to the Agency Accounting Manager and have daily contact with the Chief Financial Officer, which requires strong written and verbal interpersonal communication skills. The successful candidate 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.
- Maintains loan documents and ensures payments are received in accordance with the amortization schedules and loan agreements.
- Pre-audits and/or post-audits vendor invoices, refund vouchers, travel expense vouchers, contractor requests for payments, and other financial documents; classifies expenditures by agency chart of accounts in adherence with state regulations.

- Prepares accounting adjustments, as required, within the agency's financial system.
- Responds to inquiries from employees, vendors, and contract sub-recipients regarding vouchers.
- Stays current and follows all state and federal rules and regulations pertaining to financial management, vendor payment and travel reimbursement.
- Assists in the development and implementation of new processes and procedures to enhance the workflow of the division and agency.
- Prepares analyses of expenditures, monthly reports of operation and financial statements.
- Reconciles various agency financial records between internal agency systems, as well as outside sources such as the State Treasurer's Office and various Federal agencies.
- Performs other accounting work as required and assigned.

**KNOWLEDGE AND SKILLS:**

The successful candidate must be self-directed. The candidate must also possess strong analytical, technical, interpersonal, and organizational skills. Excellent attention to detail and accuracy is 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 a 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 at least 2 years of experience in a related field 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 is required. A knowledge of PeopleSoft is desirable.

**AA/EE**