

Human Resources Section
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Coordinator I / Accounting (435)
Office of the Comptroller, Hodge Building, Oklahoma City

(Applications will be accepted for this unclassified vacancy until position has been filled)

GENERAL DESCRIPTION

Under general direction and in accordance with state and federal laws, Office of State Finance (OSF) and Office of Central Services procedures, and rules and regulations of the State Board of Education, plan, supervise and coordinate the accounting and reporting of all funds allocated to the State Department of Education relating to the administrative and support functions of the department; perform related duties as required.

MINIMUM QUALIFICATIONS

- Graduation from an accredited college or university with a bachelor's degree in accounting (*official transcripts required*);
- Three years of successful full-time paid employment in the planning, supervision or coordination of business or government accounting operations including the posting of accounts payable and receivable.
- Preference may be given to candidates with prior experience in PeopleSoft Financial and Budgeting Modules

NOTE: One additional year of qualifying experience may be substituted for each year of the required education with a maximum substitution of four years.

KNOWLEDGE / SKILLS / ABILITIES

- Extensive knowledge of basic accounting principles and practices and the principles and techniques of supervision; of the theories and practices of federal and state laws, rules and regulations as they pertain to fiscal operations.
- Ability to direct the work of others; establish and maintain satisfactory and effective working relationships with fellow employees, program administrators and other work associates; to conduct several projects simultaneously; to present facts and opinions clearly and concisely; to adapt to an automated work environment.

EXAMPLES OF WORK PERFORMED

- Responsible for the calculation and preparation for payment of all miscellaneous vendor invoices; work closely with vendors concerning payment of invoices, receipt of merchandise, and problems of any nature.
- Supervise the posting of accounts payable to the agency internal accounting system, processing of miscellaneous claims, school payment procedure and monthly balancing with OMES as well as monthly and year-to-date in-house reports; provide backup on these systems when necessary.
- Maintain warrant register and balance register monthly and year-to-date;
- Maintain purchase order files; Process monthly pcard vouchers and serve as backup pcard administrator.
- Reconcile agency clearing account with State Treasurer and OMES;
- Verify 1099 information with OMES records; make corrections as necessary and report discrepancies to OMES; ensure that 1099s are mailed within deadline and any returns are handled quickly.
- Request drawdown of federal funds via the internet and process deposit slips for those draws with the State Treasurer. Serve as backup for processing federal Ed Letter to process payment of federal school payments.

COMPENSATION

Annual Salary - \$35,000 Retirement Contribution - 7% of annual salary Insurance (health, life, dental, disability) - \$7,691
Additional benefits include 11 paid holidays, 15 days sick leave and 15 days annual leave per year; longevity pay; dependent health, life & dental coverage available for purchase; \$25 tax-deferred compensation match available.

Code: 4960

Posted: June 5, 2013

It is the policy of the Oklahoma State Department of Education (OSDE) not to discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. Civil rights compliance inquiries related to the OSDE may be directed to the Affirmative Action Officer, Room 111, 2500 North Lincoln Boulevard, Oklahoma City, Oklahoma 73105-4599, telephone number (405) 522-3319; or, the United States Department of Education's Assistant Secretary for Civil Rights. Inquiries or concerns regarding compliance with Title IX by local school districts should be presented to the local school district Title IX coordinator.

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