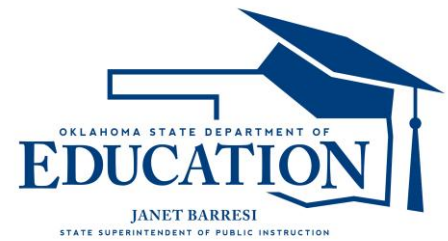


Human Resources Section
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Oklahoma City, OK 73105-4599
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http://ok.gov/sde/jobs



Financial Specialist / Auditing (352)
Financial Services Division, Hodge Building, Oklahoma City

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

GENERAL DESCRIPTION

Under direction, assist in the planning, organization and direction of the activities necessary for implementing a school financial accounting/audit system and various other requirements and aspects of school finance for the State Board of Education. Develop, implement and refine the accounting and reporting system, performing complex accounting work involving financial statement analysis and management interpretation. Maintain and report diversified financial records. Perform related duties as required.

MINIMUM QUALIFICATIONS

- Graduation from an accredited college/university with a bachelor's degree in accounting or related field *[official transcript(s) required]*;
Note: Up to four years financial, business management or related experience may be substituted for the required education.
- Experience in accounting or public school finance and knowledge of federal programs.
- Experience in public speaking and ability to prepare presentations preferred.

KNOWLEDGE/SKILLS/ABILITIES

- Considerable knowledge of principles and practices of accounting and business management, particularly as they pertain to public school finance/audits; of local, state, and federal school laws; and rules and regulations of the State Board of Education.
- Skill in applying accounting principles; in reviewing audits; and in discussing financial management problems with non-financial management.
- Proficiency in the use of computer software such as PowerPoint, Excel and Word including experience with the retrieval of data through mainframe computer queries, all as evidenced by practical demonstration and/or interview.
- Keep abreast of current trends and practices regarding local, state, and federal financial accounting and auditing systems.
- Ability to exercise good judgment in analyzing situations and making decisions; to manage multiple varied tasks of a semi-complex nature; to organize and present facts and opinions clearly and concisely; to establish effective working relations with other employees and the public; to exercise tact, courtesy and initiative.
- Conscientious commitment/willingness to provide courteous and efficient service through the performance of prescribed job duties.
- Applicants must be willing and able to perform necessary job related travel.

EXAMPLES OF WORK PERFORMED

- Review and evaluate findings on annual independent school district, charter schools and inter-local financial audits.
- Provide technical assistance on a statewide financial cost accounting system, including an assessment of the status of local school district financial reporting.
- Work with local boards of education, administrators, business managers, bookkeepers, auditors, state agency personnel and others as needed to determine coding, edit checks, and submission by Web site.
- Prepare or assist in the preparation of reports necessary to fulfill the requirements of local, state, and federal guidelines for financial reporting/audits.
- Assist public school administrators with audit procedures; analyze income sheets and expenditure reports from districts; work under the direction of the Financial Accounting Executive Director on matters pertaining to school finance.
- Assist in planning statewide workshops.

COMPENSATION

Annual Salary - \$40,000 Retirement Contribution - 7% of annual salary Insurance (health, life, dental, disability) - \$7,691
Additional benefits include 10 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: 9353

Posted: August 29, 2012

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