



OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

JOB DESCRIPTION

Job Title: ACCOUNTANT	Grade: 15
Division: ADMINISTRATION	Job Code: 9224
Reports To: Accounting Supervisor	FLSA Status: Exempt

SUMMARY OF ESSENTIAL JOB DUTIES:

Under the general supervision of the Accounting Supervisor, performs professional level accounting work in the maintenance, auditing and management of financial accounting data. This includes posting of various journals, ledgers and accounts; assisting in preparation of financial reports; auditing of all agency purchase card transactions; advises and provides information on accounting practices, ODWC and State of Oklahoma purchasing policies and procedures.

JOB DUTIES:

Prepare statements of financial position, cash management, and various funding reports.

Prepare fiscal reports and worksheets as requested by the Assistant Director of Administration and Finance and the Accounting Supervisor.

Perform various accounts receivable, purchase card, and accounts payable functions.

Serve as the Agency Purchase Card Administrator. Perform audit function in the banking system to all posted transactions to ensure all ODWC and State of Oklahoma purchasing policy and procedures are followed.

Responsible for preparing agency monthly purchase card reports, prepares purchase card reports for each division, maintains employee training records, and assist agency personnel with any purchase card related questions.

Will be responsible to train and educate all agency purchase card holders and approvers when changes occur to the state purchase card program.

Serve as the Agency Risk Management Coordinator. Act as liaison with OMES Risk Management Division and ODWC for any damage claims, any claims with outside entities, performs all annual risk management surveys, and ensures timely payment of all premiums.

Perform any research requests by the Assistant Director of Administration and Finance and the Accounting Supervisor.

May assume responsibility of the Accounting Division during Supervisor absence.

May be required to perform other duties as assigned by the Accounting Supervisor.

Will assist with other miscellaneous Accounting functions and duties.

Must have the ability to:

- Lift and carry standard office equipment and supplies up to 25 pounds and operate a vehicle.
- Establish and maintain effective working relationships, work independently, and be professional and courteous with the public, employees, and other agencies.
- Communicate clearly and effectively in public speaking situations and be able to express oneself clearly and concisely in writing.
- Use personal computer and various office equipment. Should be proficient in Microsoft Word, Excel, PowerPoint, and have an overall understanding of internet based computer applications.
- May be required to occasionally work extended hours and weekends.

REQUIREMENTS:

EDUCATION: Bachelor's Degree required with preference in Accounting, Business, Finance or closely related field with course work in Accounting.

EXPERIENCE. Three years related experience in accounting, auditing, finance or purchasing.

KNOWLEDGE AND SKILLS: Position requires extensive contact with Department employees, outside vendors, and other state agencies in person, by telephone, and in writing. Knowledge of acquisition methods and procedures pertaining to the acquisition of a wide variety of goods and services, of factors involved in writing specifications, of competitive bid methods and procedures; of State Purchase laws and regulations, pricing methods and market resources, of office procedures and practices. Ability is required to communicate effectively, both orally and in writing, to conduct several projects simultaneously, to evaluate bids and award contracts, to write and review purchase specifications and requisitions and monitor contract performance. Must have working knowledge of Microsoft Office and similar applications.