



# OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

## JOB DESCRIPTION

<b>Job Title:</b> ACCOUNTING ASSISTANT	<b>Grade:</b> 10
<b>Division:</b> ADMINISTRATION	<b>Job Code:</b> 1434
<b>Reports To:</b> Accounting Supervisor	<b>FLSA Status:</b> Non-Exempt

### SUMMARY OF ESSENTIAL JOB DUTIES:

Under the direct supervision of the Accounting Supervisor, assist in the preparation of financial reports and forms, ascertaining that all are verified and compiled on a predetermined schedule. Process accounts payable, accounts receivable, travel, purchasing, and budgeting. Handle and prepare correspondence and telephone inquiries pertaining to financial matters. Will serve as the travel coordinator for the agency. Answer questions regarding department finances by phone and in person. Work all jobs in the Division when the regular employee is on leave or as need arises. Job requires a high degree of accuracy.

### JOB DUTIES:

Maintain a standard P-card. Make routine purchases for section according to Oklahoma state law.

Assist in the preparation of financial reports and forms, ascertaining that all are verified and compiled on a predetermined schedule.

Responsible for requisitioning administration's purchase orders and maintaining budgets and preparing claims for processing.

Verify that accounts payable and travel claims from the Divisions are within state law and Department policy and maintain files on all claims, both paid and unpaid.

EDT (electronic data transfer) claims to the Office of State Finance for pre-audit.

Process payments to vendors and update vendor files.

Run daily validation sheets from money received in mailroom, verify the balance and distribute to the divisions. Maintain revenue transfers from divisions.

Maintain inventory additions and deletions.

Handle and prepare correspondence and telephone inquiries pertaining to financial matters. Answer questions regarding department finances by phone and in person.

Responsible for ensuring accounting integrity is maintained.

Will serve as the travel coordinator for the agency. Includes booking air travel and hotel reservations for department employees using a purchase card.

Work all jobs in the Accounting Section when the regular employee is on leave or as need arises. May be required to perform other duties as assigned by the accounting supervisor.

### 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:** High school diploma, and two years formal training in business or accounting. Four years State of Oklahoma accounting or purchasing experience may substitute for the two years formal training required bringing the total required experience to six years.

**Experience:** Requires two years' experience in clerical office work, including one year bookkeeping/accounting plus four years if substituting for education requirement.

**Knowledge and Skills:** Must be able to operate the following equipment: personal computer, calculator, fax machine, copy machine, telephone, and various other office equipment. Must have working knowledge of Windows, utilizing word processing and Excel spreadsheets or similar applications. Prefer PeopleSoft experience and state purchase card experience.