



# OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

## JOB DESCRIPTION

<b>Job Title:</b> ACCOUNTING SUPERVISOR	<b>Grade:</b> 17
<b>Division:</b> ADMINISTRATION	<b>Job Code:</b> 9212
<b>Reports To:</b> CFO / Chief of Administration	<b>FLSA Status:</b> Exempt

### SUMMARY OF ESSENTIAL JOB DUTIES:

Under the supervision of the CFO / Chief of Administration is responsible for preparing and maintaining financial records for the Department. Prepare monthly financial statements, prepare and balance various financial reports including revenue, expenditures, inventory, accounts receivable and payable. Prepare the Department's budget, file government and financial reports and prepare financial information for audits. Will supervise or serve as the Risk Management Coordinator, Certified Procurement Officer, and will supervise up to 3 Accounting Assistants.

### JOB DUTIES:

Reconcile monthly and year-to-date Department revenue and expenditures with State Treasurer and Office of State Finance.

Prepare monthly financial statements and claims for Lifetime Trust Account. Prepare Fiscal Year Certified Audit Financial Report (CAFR) to State Finance

Prepare and administer the Department's budget in compliance with Oklahoma State Finance (OSF) and Department guidelines.

Manage the Department expenditure payments to vendors in compliance with Department and OSF policy and procedures. Confer with vendors regarding purchase orders and invitations to bid on equipment and supplies.

Oversee and process all departmental purchases, including purchase orders, requisitions and state contract purchases. Will serve as a Certified Procurement Officer.

Coordinate the data entry of claims, warrants, vehicle information, inventory and revenue. Audit and certify various claims.

Prepare and balance monthly inventory reports.

Calculate indirect cost and track federal fund deposits.

Assist other Divisions with any aspect of claims, budget, or other financial assistance needed.

Assign employee duties and delegate full authority and responsibility for their accomplishment. Make periodic assignments in accordance with work load.

Prepare an annual performance appraisal for each subordinate.

Answer correspondence concerning fiscal matters of the Department.

Transfer money, monthly from clearing account to various cash accounts.

Will serve as the Risk Management Manager.

May be required from time to time to perform other daily non-management duties as assigned by the CFO / Chief of Administration.

**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:** Requires six years previous related experience of which two years must include supervisory responsibility. Additional consideration may be given for experience and knowledge with State government accounting and finance procedures and policies.

**Knowledge and Skills:** Must be able to operate the following equipment: personal computer, calculator, telephone, copy machine, personal computer. Must be able to demonstrate knowledge of computer programs, and/or computer software used in accounting and business data base management. Should be proficient in computer applications including Windows, Excel and Word or WordPerfect.