

JOB ANNOUNCEMENT

The Oklahoma Department of Commerce is the primary economic development entity in the state. Our mission is to create and deliver high-impact solutions that lead to prosperous lives and communities for all Oklahomans.

Qualified applicants must submit a resume, cover letter and a list of reference sources to Human Resources. Send via email to recruiter@okcommerce.gov

Review of applications will begin immediately. **Deadline is Friday, June 10, 2016.**

POSITION:	Financial Management Specialist (Budget Manager)
DIVISION:	Financial Services
SUPERVISOR:	Rhonda Lincoln
OFFICE LOCATION:	Oklahoma City
SALARY:	\$34,000 - \$48,000
JOB NUMBER:	J-656

JOB DESCRIPTION & FUNCTIONS:

This position is responsible for all areas of division-level budgeting, including budget preparation, monitoring and financial report preparation. It is also responsible for processing procurement requests. The Financial Management Specialist serves as a support to the Agency Budget Officer and will have contact with division-level managers, which requires strong written and verbal interpersonal communication skills. The successful candidate will comprehend the concept of fund availability and regularly check budgets against encumbrances to determine appropriate funding sources for new financial commitments.

RESPONSIBILITIES:

- Prepares and maintains financial documents and spreadsheets. Tracks, reviews and analyzes expenditures within the agency's financial management system. Prepares and provides regular budget to actual reports and briefings in written, graph and oral formats. Creates and analyzes detailed expenditure reports.
- Proactively notifies Division Directors of fund balances, potential problems, concerns, budget variances or unexpected trends. Attends appropriate division meetings and maintains open communications regarding financial needs. Also assists with other accounting related requests.
- Prepares detailed division budget request forms, by account code and fiscal quarter, and submits them to the Agency Budget Officer, to show where divisions will be spending their funding allocations, in the prescribed format and by the due date set by the Agency. Understands the agency's end-to-end budget process and assists the Agency Budget Officer in completing the full agency budget request and budget work program.
- Enters purchase requisitions into the Agency's financial system. Assigns correct account codes and budget years. Ensures that requested purchase orders are issued correctly and timely. Follows all applicable procurement/purchasing policies. Ensures that invoices are approved and submitted for payment in a timely manner.

- Assists vendors with invoicing/purchasing issues. Monitors the status of outstanding purchase orders in order to un-encumber funds at the end of the fiscal year. Communicates with vendors regarding outstanding invoices.
- Stays current and follows all state and federal rules and regulations pertaining to financial management.
- Assists in tracking and reporting Division performance results in relationship to Division budgets.
- Performs other budget, procurement and financial reporting work as required and will assist with inventory, asset management, risk management, and the indirect cost plan.

KNOWLEDGE AND SKILLS:

The successful candidate must possess the ability to analyze financial data, prepare budgets and financial reports, and complete projects. The candidate must also possess strong analytical, technical, interpersonal and organizational skills. Excellent attention to detail and accuracy are required.

Must be an effective communicator, with strong verbal and written communication skills, and possess the ability to think and work independently, and as part of a team. The ability to multi-task, work under pressure and meet deadlines is required.

Must have high initiative and the ability to work with a variety of people in a productive, service oriented manner. Must possess problem-solving skills and the capability to handle multiple customer requests simultaneously.

Knowledge of PeopleSoft and Hyperion is a plus.

The position requires a knowledge of accepted accounting practices and principles.

EDUCATION AND EXPERIENCE:

A bachelor's degree in accounting, finance or business is preferred, or a minimum of 5 years experience in the field of corporate or governmental budgeting will be required. New college graduates, with a desire to learn, will also be considered.

A proficiency in Excel and the capacity to develop detailed charts and reports is required. A willingness to attend Certified Procurement Officer training and obtain certification is also required.

Experience in developing and/or managing federal grant budgets is desirable.

AA/EOE