

## **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](mailto:recruiter@okcommerce.gov)

Review of documents will begin immediately. **The deadline is Wednesday, February 28<sup>th</sup>, 2018.**

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<b>POSITION:</b>	<b>Financial Management Specialist (Grant Accountant)</b>
<b>DIVISION:</b>	<b>Financial Services</b>
<b>SUPERVISOR:</b>	<b>Stacie Willis, Chief Financial Officer</b>
<b>OFFICE LOCATION:</b>	<b>Oklahoma City</b>
<b>SALARY:</b>	<b>\$34,000 - \$54,000</b>
<b>JOB NUMBER:</b>	<b>J-673</b>

### **JOB DESCRIPTION & FUNCTIONS:**

The Grant Accountant is responsible for the fiscal management of grants and contracts in accordance with government regulations and agency policy. The position is also responsible for establishing new grants and monitoring expenditure activity. This position addresses tight deadlines and a multitude of financial reporting activities, including the resolution of accounting discrepancies and irregularities. This position will also respond to inquiries from agency-wide managers regarding grant balances and contracts. The Grant Accountant will report to the Agency Chief Financial Officer and have contact with other senior-level staff, which requires strong written and verbal interpersonal communication skills. The successful candidate should possess strong analytical, technical, interpersonal and organizational skills.

### **RESPONSIBILITIES:**

- Establishes and maintains grants and project information within the agency's financial system in accordance with government regulations and agency policy.
- Monitors the budgets of the various state and federal programs the agency administers.
- Communicates with human resources and procurement staff regarding specific grant funding information.
- Works directly with the human resources and grant staff to review payroll data; effectively monitor both federal and state funds and the appropriate charges that are applied to payroll costs; and make adjustments, as required.
- Prepares accounting adjustments, as required, within the agency's financial system.
- Responds to inquiries from the CFO, Budget Officer, Accounting Manager, and other finance and program managers regarding grant information and special reporting requests.
- Interacts with Division Directors and Program Managers to resolve discrepancies and irregularities.
- Assists in the development and implementation of new processes and procedures to enhance the federal reporting workflow of the division and agency.
- Works with the CFO to ensure a clean and timely year-end audit.
- Collaborates with the CFO to support overall department goals and objectives.
- Supports CFO with special projects.
- Stays current and follows all state and federal rules and regulations pertaining to financial management.
- Performs other accounting work as required and assigned by the CFO.

**KNOWLEDGE AND SKILLS:**

The successful candidate must be self-directed. 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 express ideas clearly and concisely. Must possess problem-solving skills and the capability to handle multiple requests simultaneously.

The position requires a knowledge of accepted accounting practices and principles. A demonstrated skill in coordinating the work of separate units and divisions is desirable. A working knowledge of governmental accounting and grant accounting is also desirable.

**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 governmental accounting and/or grant accounting 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 knowledge of PeopleSoft is desirable.

**AA/EOE**