

Oklahoma Department of Corrections  
Unclassified Job Descriptor

## **BUSINESS SERVICES COORDINATOR**

### **Basic Purpose:**

Positions in this job are assigned responsibility for management and administration of business support services.

### **Typical Functions:**

- Establishes and maintains accounting procedures; ensures that fiscal reporting activities are completed and in compliance with department policy, procedure, and standards.
- Assists in the preparation of the budget work program; monitors expenditures and other budget related activities; ensures appropriate accounting of expenditures, as well as payment of invoices and other expense vouchers.
- Prepares and processes purchase orders, requisitions for supplies, materials and equipment; conducts inventories and maintains inventory records.
- May be responsible for supervision of other staff; may be responsible for other business support services such as procurement, and/or personnel activities.

### **Knowledge, Skills, and Abilities:**

Knowledge of the principles and practices of business and public administration; of accounting practices and procedures; of fiscal reporting methods and requirements; of the principles and practices of supervision. Knowledge of, and skill in, the use of appropriate information technology. Ability to plan, direct, and coordinate the activities of others; to communicate effectively both orally and in writing; to establish and maintain effective working relationships; to organize and manage several projects simultaneously.

### **Education and Experience:**

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree and three (3) years of professional experience in accounting or related financial management, general business management or administration, or closely related experience.