

Oklahoma Department of Corrections  
Unclassified Job Descriptor

## **COMPTROLLER, ADMINISTRATION & FINANCE**

### **Basic Purpose:**

The position assigned to this job functions as the quality assurance manager for the Finance and Accounting unit.

### **Typical Functions:**

- Conducts reviews and evaluations designed to determine compliance with financial laws, regulations, reporting requirements, and accepted accounting procedures.
- Reviews, evaluates and develops policies within the unit.
- Functions as a monitor to prevent mistakes or defects in financial operations; serves as a quality manager focused on providing confidence that quality requirements will be fulfilled.
- Plans section reviews that are designed to meet quality assurance financial objectives by estimating requirements, analyzing variances, and initiating corrective actions.
- Ensures that financial services meet any federal or state quality standards through sampling.

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

Knowledge of generally accepted accounting principles and practices; of auditing theories and techniques; of public and business administration; of financial statements, ledgers, journals and reports; of analytical principles; of supervisory principles and practices. Ability to review and analyze accounting records and business practices; to prepare audit reports and recommendations; to establish and maintain effective working relationships.

### **Education and Experience:**

Statutorily Required: N/A

Minimum Qualifications: Bachelor's Degree in accounting, business or public administration and three (3) years of professional level financial experience.

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Preferred Qualifications: Master's Degree in accounting, business or public administration and five (5) years of professional level financial experience.