

Oklahoma Department of Corrections
Unclassified Job Descriptor

FINANCE COMPTROLLER III

Basic Purpose:

Positions in this job are responsible for planning and directing major accounting function(s) within the Finance and Accounting unit to include offender banking, accounts payable, and/or and the agency's purchase card program. The positions serve as the liaison between the Department of Corrections and other state agencies including the Office of Management and Enterprise Services, the State Auditor and Inspector's Office, and the Oklahoma Treasurer's office.

Typical Functions:

- Plans, directs and coordinates fiscal operations and financial accounting functions or assists in the planning and direction of such functions.
- Develops accounting systems and procedures for recording revenues and expenditures; directs the maintenance of accounting records concerning appropriations or other revenues, payroll expenses, supply and equipment purchases, travel expenses, contracting costs, restitution payments, supervision fee payments, offender financial transactions, and other financial transactions.
- Establishes and maintains fiscal controls, ensuring accountability for revenues and/or expenditures agency-wide.
- Facilitates the annual CAFR audit as the primary liaison with staff from the State Auditor and Inspector's Office.
- Serves as liaison with the Office of Management and Enterprise Services and the Office of the State Treasurer.
- Assists and advises financial staff agency-wide on areas related to fiscal operations and maintains operational procedures that are current and accurate
- Directs the development and preparation of financial statements and reports.
- Reviews and approves obligations and expenditures as needed. Establishes necessary fiscal controls to ensure appropriate accountability for revenues and expenditures.
- Manages the budget, staff, and resources for the assigned area.

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Knowledge, Skills, and Abilities:

Knowledge of government and generally accepted accounting principles (GAAP); of computer technology related to accounting systems; of financial statements and reports; and of supervisory principles and practices. Ability to direct the work of subordinate staff; to identify routine and complex problems and resolve identified issues; to communicate effectively both orally and in writing; to review and analyze financial documents.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree in accounting, finance or a closely related field and five years of experience in professional accounting or auditing or closely related work, including two years in a supervisory or administrative capacity; or an equivalent combination of education and experience, substituting one additional year of professional accounting or auditing experience for each year of the required education.