Oklahoma Public Employees Retirement System
Vacancy Notice: Accounting Specialist (unclassified)

OPERS is accepting applications for an Accounting Specialist vacancy. To apply online, go to www.opers.ok.gov/jobs and click on the Employment Application button. Applicants must submit a cover letter and resume with the OPERS employment application.

To be considered, the required application materials must be received by the application deadline.

Application Deadline:	Friday, March 25, 2016, by 5:00 p.m.
Job Title:	Accounting Specialist
Number of Vacancies:	1
Hiring Rate:	$38,250 per year

Summary: The major purpose of this job is to assist the payroll and retirement coordinators of OPERS' non-state agency employers with contribution, compliance and other related issues. This position processes incoming contributions and ensures correct payroll information is reported for these employers. It will also assist the Accounting Department and Retiree Services area with support functions as needed.

Essential Functions: The essential functions of this position include, but are not limited to, the following:

- *Provide customer service support to retirement benefits coordinators of non-state agency employers:* Maintain cooperative relationships with non-state agency employer retirement and payroll coordinators. Provide guidance on questions of eligibility, participation, contribution rates and calculations, directing questions to other coworkers as necessary.
- *Process supplements and reinstatements:* Compiles all information from invoice payments into a spreadsheet for the IT department to upload as supplements and reinstatements to members' ledgers, including but not limited to, payments for unused sick leave, repayment of withdrawals, employer step-up contributions, unpaid participation due, and transported service.
- *Audit non-state agency employer data:* Review all incoming salary, hours and contribution data from non-state agency employers for accuracy, completeness and reasonableness. Develop and maintain analytical tools for evaluating the data submitted and detecting errors prior to posting contributions to member ledgers. Maintain thorough records and explanations of changes made to data reported by these employers.
- *Track overages and shortages and identify delinquent accounts:* Review employer contribution payments compared to Certificates of Remittance and payroll prelists to determine if proper amounts are being paid. Track overages and shortages and communicate significant variances for correction. Perform final checks and discrepancy corrections after data input and running of computer edit program by IT department. Track delinquent payments, calculate late-payment penalties and invoice employers for delinquent contributions. Prepare and maintain aging schedules of delinquent payments for tracking and reporting to the legal department.
- *Support for daily cash responsibilities:* Provide backup for the daily processing of cash when requested. This includes, but is not limited to, processing incoming cash receipts, balancing download to control tape, preparing deposits for transmittal to the bank via Remote Deposit Capture, entering the deposit transactions in the appropriate system, and coding items for posting to their proper general ledger accounts.
- Other duties as assigned.

Knowledge, Skills, and Abilities: Knowledge of current computer software including Excel, Word, and Outlook; of current office systems and equipment; of basic arithmetic; and of clerical accounting methods, procedures and terminology, plus knowledge of state laws, guidelines, rules and regulations relating to financial transactions and retirement system procedures and methods. Must be able to communicate effectively. Excellent customer service and communication skills, both written and verbal, are required.

Education and Experience: Three years of technical bookkeeping, accounting, auditing, or claims processing; or an equivalent combination of education and experience, substituting thirty semester hours of college coursework for each year of the required experience. Experience with the state's financial systems is preferred. Must successfully complete training in the State of Oklahoma financial systems within a year from hire date.

Physical Requirements: Working on a computer terminal and keyboard, numeric and alpha filing, operating a calculator, copier, fax machine, scanning equipment and communicating verbally in person and telephone, in writing, and through electronic means. May require the occasional lifting of boxes weighing 25 pounds or less.