

Oklahoma Public Employees Retirement System  
Vacancy Notice: Financial Accountant (unclassified)

OPERS is accepting applications for the position of Financial Accountant. To apply, submit your resume **and** an OPERS employment application (available at [www.opers.ok.gov/jobs](http://www.opers.ok.gov/jobs)) to:

Oklahoma Public Employees Retirement System  
ATTN: Human Resources  
5801 N. Broadway Ext., Suite 400  
Oklahoma City, Oklahoma 73118

All positions at OPERS are located at 5801 N. Broadway Ext., Suite 400, Oklahoma City, OK 73118. Please mail or hand-deliver your application and other required documents during regular business hours, Monday-Friday, 8:00 a.m. to 5:00 p.m. Applications must be received in this office by the application deadline.

Application Deadline: Friday, October 3, 2014, by 5:00 p.m.

Job Title: Financial Accountant

Number of Vacancies: 1

Hiring Range: \$35,500 to \$41,000 - commensurate with education and experience

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

Financial Reporting

- Prepares monthly and annual financial statements for OPERS and URSJJ.
- Prepares and maintains general ledger entries for cash receipts, cash disbursements, and journal vouchers.
- Prepares and maintains schedules of administrative expenses, schedules of medical benefit activity reflecting contributions, insurance payments, and allocated interest.
- Prepares and maintains schedules of Office of Management and Enterprise Services (OMES) contributions reflecting the reconciliation of OMES report totals to contributions received.

Cash Flow and Subsidiary Records

- Prepares daily control tape for all checks received, records activity and maintains cash reports for OPERS and URSJJ showing deposits, transfers, and disbursements for each cash account. Reconciles recorded activity to warrant registers, deposit registers, master custodian reports, and other confirmations of cash activity. Resolves any differences on a timely basis.
- Monitors cash needs for benefit payments, withdrawals, and administrative expenses. Ensures the timely remittance of federal and state withholding payments.
- Prepares wire transfers for operating and benefit needs and maintains appropriate documentation of transfers for each plan.
- Reviews master custodian reports of daily cash balances for each manager and for system cash (or STIF) for OPERS and URSJJ. Identifies overdrafts or other unusual items and follows-up with appropriate master custodian personnel.
- Scans Remote Deposit Capture items and cancels them so they may not be negotiated further.

External Audit & Internal Audit

- Provides schedules and other information requested by the external and internal auditors during fieldwork.

Investment Manager Statements and Reconciliations

- Monitors receipt of monthly investment manager statements and reconciliations. Follows-up on statements or reconciliations not received timely.
- Compares monthly manager statements and reconciliations with master custodian statements. Investigates and documents the resolution of significant discrepancies.
- Communicates any adjustments needed to master custodian or manager records to the appropriate personnel at OPERS, the investment manager, and master custodian.
- Reconciles items that do not clear and resolves these items with the master custodian and investment managers.

Commission Recapture Program

- Reconciles commission recapture payments received with commission reports from managers and master custodian.

Cross Training

- Understands aspects of other department members' duties in order to be able to assist where needed when assisting will not violate established internal controls such as segregation of duties. Other duties as assigned.

Knowledge, skills and abilities: Knowledge of generally accepted accounting principles and theories; of financial statements and reports; of accounting ledgers and journals; and of computer technology related to accounting systems. Must be able to prepare basic financial statements and reports; to review and analyze financial information; and to maintain routine accounting data in appropriate ledgers and journals.

Education and experience: Bachelor's degree in accounting, business, finance or a closely related field, or an equivalent combination of education and experience, substituting one year of bookkeeping for each year of the required degree.

The physical aspects of this position include primarily working at a desk with a computer terminal and keyboard, filing and retrieving scanned documents from a computer and hard copy documents from file cabinets, using a scanner, calculator, copier, telephone, and fax machine.