

# OKLAHOMA STATE SENATE

## JOB POSTING

### Senate Finance & Personnel Coordinator

The Oklahoma State Senate is receiving applications and resumes for the position of Senate Finance & Personnel Coordinator.

#### DEFINITION:

Under general supervision of the Director of Administration, performs duties of a varied nature for the Administrative Division of the Senate requiring independent judgment and application of Senate policies and regulations.

#### EXAMPLES OF WORK PERFORMED:

- Prepares vendor claims for payment, including travel claims for non-Senate employees and payment authorizations for Senate Pages.
- Upon receipt of warrant from treasurer, posts payment and warrant number to claim register and mails warrants and invoices to vendor.
- Prepares and reviews travel claims for Senators and employees; submits claims for approval. Posts Senator's travel claims to register to generate annual per diem and travel expense report for tax purposes.
- Receives and reconciles attendance sheets for all Senate employees. Posts leave records for sick and annual leave to leave register; calculates accrued leave for all Senate employees.
- Agency coordinator for the annual benefits open enrollment. Composes, summarizes, prepares and updates materials regarding state employee benefits and changes as they relate to Senate employees and members of the Senate, including insurance, retirement and pre-tax savings plans.
- Coordinates management of the Senate High School Page Program and Senate Intern Program, including receipt and processing of applications.
- Schedules chaplains for Senate during session. Prepares claim for the chaplain(s) each week.
- Keeps record of parking lot assignments, addresses complaints and requests, makes changes and assigns parking for visitors.
- Arranges for Senate use of vehicles with State Motor Pool Division.
- Maintains Filing system for administrative records and documents and maintains files of correspondence, reports, instructions, guidelines and similar materials requiring rapid retrieval and presentation.
- Performs related work as required and assigned.

#### KNOWLEDGE AND SKILLS:

Knowledge of Oklahoma state laws and Senate policies pertaining to benefits provided to state employees and in-state and out-of-state travel; and skill in interpreting decisions in accordance with state statutes and Senate policy, in establishing and maintaining effective working relationships, and in maintaining accurate files and records.

Knowledge and demonstrated skill in business communications, modern office methods, and the legislative process.

Requires excellent critical thinking ability, proficient skills in various computer applications, following oral and written instructions, and making routine decisions in accordance with Senate policy.

#### EDUCATION AND EXPERIENCE:

A bachelor's degree (CPA preferred) and three years bookkeeping experience and experience in technical clerical work, or an equivalent combination of education and experience.

**SALARY** - Commensurate with education, related work experience, skills and knowledge, plus an excellent state employee benefits package.

Email, mail, fax or deliver resume and/or completed employment application form to: Oklahoma State Senate, HR/Personnel Services, 2300 North Lincoln Blvd., Room 309.1C, Oklahoma City, OK 73105-4808, FAX: 405-521-5554; EMAIL: [hrsenate@oksenate.gov](mailto:hrsenate@oksenate.gov)

Open until July 31, 2020 or until position is filled.