

OKLAHOMA SENATE
VACANCY ANNOUNCEMENT
COMPTROLLER

The Oklahoma Senate is seeking applications and resumes for the position of Comptroller.

Under direction of the Chief Operating Officer, the Senate Comptroller is assigned the responsibility of directing the overall fiscal operations and accounting activities of the Oklahoma Senate.

Job responsibilities include:

- Advises the Chief Operating Officer of all significant matters as they relate to the Senate's operating budget and assists in developing and monitoring the Senate budget.
- Maintains sound fiscal management of the Senate budget, including appropriated and non-appropriated income, accounts payable, Senator and staff payroll, and long-term budgetary planning.
- Develops and monitors accounting systems, policies and procedures for recording revenues and expenditures, with emphasis on maintaining proper internal controls of Senate finances.
- On a monthly basis reconciles all financial transactions with the Office of Management & Enterprise Services (OMES) and prepares, analyzes, and submits financial reports to the Chief Operating Officer.
- Serves as the Senate representative in the annual financial audit.
- Prepares and distributes annually a year-end tax information package for each member of the Senate.
- Act as central contact to OMES for all matters related to CORE and resolution of problem claims.
- Conducts periodic meetings with the Divisions of the Senate to plan, monitor, and evaluate the budget.
- Performs other work as required and assigned.
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Experience, knowledge, and skills of the ideal candidate include:

- Proactive, highly organized, and committed to the mission of serving the people of Oklahoma;
- Integrity, trustworthiness, a strong work ethic, and the ability to multitask and communicate effectively both in writing and verbally;
- Ability to work in a high-demand environment, exercise discretion and independent judgment;
- Knowledge of generally accepted practices of governmental accounting, principles of public and business administration;
- Ability to handle confidential work;
- Basic knowledge of legislative process and terminology preferred;
- Advanced computer skills including proficient knowledge of Office 365 and Microsoft Office suite;
- Prior experience and knowledge of PeopleSoft Financials is preferred;
- Strong attention to detail; and
- Work cooperatively and courteously with others and possess temperament to communicate with a variety of personalities and divergent views in a tactful, pleasant and professional manner.

EDUCATION AND EXPERIENCE:

Bachelor's degree in accounting, business administration, or public administration is required. MBA, CPA, or master's degree in a related field and three (3) years of experience in professional accounting, auditing, or closely related work OR an equivalent combination of education and experience.

SALARY:

Salary is commensurate with experience and education, plus an **excellent** state employee benefits package.

To apply, please email your resume to: hrrsenate@oksenate.gov OR mail or deliver to:

Oklahoma Senate, HR/Personnel Services
2300 North Lincoln Blvd, Ste 309.1C
Oklahoma City, OK 73105-4808

Open: 6/26/2025
Close: Until Filled