OKLAHOMA HORSE RACING COMMISSION

JOB DESCRIPTION:
FISCAL ADMINISTRATIVE ASSISTANT II

Definition:

Under the direct supervision of the Commission Director of Operations, the Fiscal Administrative Assistant II, a full-time unclassified employee, performs complex agency accounting duties involving the maintenance of diversified accounts with a high degree of accuracy.

Examples of Work Performed by the Oklahoma-Bred Claims Processing Manager as Designated by the Commission Executive Director:

Maintains accounts payable, accounts receivable, purchase orders and travel through the State CORE System [PeopleSoft].

Reconciles clearing and special accounts on a monthly basis.

Reconciles Equine Drug Testing escrow account on a weekly basis.

Reconciles the Participating Tribal Fund account on a monthly basis. Prepares payments to racetracks as prescribed in Title 3A O.S. and by the agency.

Reconciles agency's revolving accounts.

Records and reconciles Gaming Application Fees and Background Investigations.

Audits monies processed by the License Offices located at racetracks.

Prepares invoices for accounts receivable.

Prepares and makes nightly bank deposits.

Controls inventory and office supplies.

Records Commission/Stewards' Orders in accounts receivable.

Prepares monthly reports and printouts from the State CORE System [PeopleSoft].

Performs other duties as may be assigned from time to time by the Commission Executive Director to support the agency's mission.

Knowledge and Skills Required:

General skills in applying standard business accounting principles.

General skills in Lotus 1-2-3 and MicroSoft Excel computer programs or equivalent.

General skills in State of Oklahoma CORE System Programs (PeopleSoft) preferred.

Job Requirements:

One year of office management and fiscal accounting experience or an equivalent combination of education and experience, substituting completion of six semester hours in accounting at an accredited college or university for each six months of the required experience or the completion of a vocational training course in accounting for the one year of experience.

OR

an equivalent combination of education and experience as determined by the Commission.

Preference given to applicants with Associate Degree or Bachelor of Arts/Science Degree in accounting from an accredited college or university.

Special Requirements:

Upon employment, the employee must agree to be fingerprinted and checked through the OSBI and FBI as part of the agency's standard employee background investigation, including inquiries of previous employers and available references. Continued employment in the position is contingent upon a satisfactory outcome to the background checks at the discretion of the Commission.

Commission employees are prohibited from wagering on any horse race over which the Commission has jurisdiction and are prohibited from owning in whole or in part any horse which races at a Commission-licensed racetrack. Commission employees are also prohibited from participating in the Oklahoma-Bred Program purse supplements and stallion and broodmare awards.

2/8/17