

Human Resources Section
2500 North Lincoln Boulevard, Rm. 111
Oklahoma City, OK 73105-4599
Phone 405.521.3977 ~ Fax 405.522.1671
jobs@sde.ok.gov
http://ok.gov/sde/jobs



Claims Processor (141)
Office of the Comptroller, Hodge Building, Oklahoma City

(Applications will be accepted for this unclassified vacancy until position has been filled)

GENERAL DESCRIPTION

Under general direction and in accordance with state and federal laws, Office of State Finance and rules and regulations of the State Board of Education, perform professional work involved in the distribution of state and federal funds; perform related work as required.

MINIMUM QUALIFICATIONS

- Four years of clerical and/or accounting experience.
- Proof of high school graduation required, 2-year associates degree or higher preferred.
NOTE: One year of college, business school or business/office-related vocational education may be substituted for each year of the required experience. *[official transcript(s) required]*.

KNOWLEDGE/SKILLS/ABILITIES

- Knowledge of the procedures and techniques of expenditure reports and reporting processes;
- Knowledge of federal and state school laws, rules and regulations, as they pertain to processing of claims;
- Considerable knowledge of the procedures and techniques of business communications, including writing reports, letters, and other business correspondence; of modern office management principles, methods and procedures; of spelling, punctuation and business English; of standard office record keeping;
- Skill in accurate data entry; proficiency in the use of a 10-key calculator by touch;
- Ability to exercise good judgment in analyzing situations and making decisions; maintain confidentiality; to organize and present facts and opinions clearly and concisely; to follow instructions; to establish effective working relations with fellow employees, local school officials, and the general public; to exercise tact, courtesy, and initiative;
- Knowledge of technology and ability to use it to maximize efficiency and services, including e-grant reporting and processing and payment of fiscal expenditures;
- Conscientious commitment and willingness to provide courteous and efficient service through the performance of the prescribed job duties.

EXAMPLES OF WORK PERFORMED

- Responsible for the calculation and preparation of payments of federal funds to school districts in Oklahoma;
- Maintain records of federal funds paid to each school district;
- Post accounts payable and receivable to the agency internal accounting system;
- Mail warrants and payment notices to school district treasurers;
- Responsible for data entry and transmission of miscellaneous and/or travel claims for agency expenditures;
- Process warrant cancellations and re-issue 90-day cancelled warrants;
- Perform related work as required and assigned.

COMPENSATION

Annual Salary - \$26,000 Retirement Contribution - 7% of annual salary Insurance (health, life, dental, disability) - \$7,691
Additional benefits include 11 paid holidays, 15 days sick leave and 15 days annual leave per year; longevity pay; dependent health, life & dental coverage available for purchase; \$25 tax-deferred compensation match available.

Code: 9413

Posted: August 9, 2013

It is the policy of the Oklahoma State Department of Education (OSDE) not to discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. Civil rights compliance inquiries related to the OSDE may be directed to the Affirmative Action Officer, Room 111, 2500 North Lincoln Boulevard, Oklahoma City, Oklahoma 73105-4599, telephone number (405) 522-3319; or, the United States Department of Education's Assistant Secretary for Civil Rights. Inquiries or concerns regarding compliance with Title IX by local school districts should be presented to the local school district Title IX coordinator.

This publication, printed by the State Department of Education Printing Services, is issued by the Oklahoma State Department of Education as authorized by 70 O.S. § 3-104. Fifty copies have been prepared at a cost of two cents per copy. Copies have been deposited with the Publications Clearinghouse of the Oklahoma Department of Libraries. August 2013