

Business Manager
Will Rogers Memorial Commission
Claremore, Oklahoma

Date Opened: 3/9/2010
Filing Deadline: 3/24/2010 5:00 p.m.
Position Available: 4/1/2010
Salary: \$33,500 - \$43,500
Full or Part Time: Full-Time

Application Instructions:

Resumes or vitas will be accepted and must include educational and work background listing places of employment, beginning/ending dates of employment, and description of duties performed. Please submit references along with the resume. Information should include a telephone number where you can be reached during office hours, your mailing address, and the announcement number and position for which you are applying.

Send to:

Will Rogers Memorial Commission
Attn: Director
P.O. Box 157
Claremore, OK 74017-0157

If you have questions regarding this position or the application process, please contact Steve Gragert at 918 343 8118.

The Will Rogers Memorial Commission, an agency of the State of Oklahoma, administers the Will Rogers Memorial Museum, Claremore, and the Will Rogers Birthplace Ranch, Oologah.

Job Description:

Under administrative direction of the Director of the Will Rogers Memorial Commission, the Business Manager plans, organizes, and directs agency business functions, establishes and maintains accounting procedures, fiscal reporting requirements, and the budget work program; analyzes expenditures and other financial data; prepares monthly operations reports, financial statements, schedules, and statistical data; is responsible for preparation of payrolls, application of various benefit programs for staff, completion of various business reports, and payment of invoices and other expense vouchers; processes requisitions for supplies, materials, and equipment; coordinates inventories and maintains records of agency property; supervises supply activities; maintains personnel records; participates in employment interviews; co-signs payment warrants and vouchers for purchase orders, travel expenses, vendor claims, and other expenditures.

Minimum Qualifications:

A bachelor's degree in accounting, business, or public administration from an accredited college or university and a minimum of three years' professional experience in business management, accounting, or procurement, or an equivalent combination of education and experience. Prefer a candidate holding the designation of Certified Procurement Officer (CPO) for the State of Oklahoma and having at least two years' experience with CORE budget and finance.