



# OKLAHOMA

## Office of the State Auditor & Inspector

Cindy Byrd, CPA - State Auditor & Inspector

### Certified Procurement Officer

#### Oklahoma State Auditor and Inspector Employment Information

*"Career life balance that makes a difference!"*

ONLINE APPLICATION ADDRESS/INFORMATION – Click [HERE!](#)

The Oklahoma State Auditor and Inspector's Office is actively recruiting applicants for Certified Procurement Officer (CPO) with state and IT Procurement experience, high integrity, strong work ethic, and a commitment to its mission is to promote accountability and fiscal integrity in state and local government.

**RESPONSIBILITIES:** As a team member you will utilize your accounting skills and CPO certificate to procure goods and services for the agency and its Information Services Division and be responsible for inventory management including updating the Access Inventory Database, surplus property management, and P-Card purchasing reconciliation. You may also be asked to assist the accounting supervisor with other accounting duties. To learn more about what we do, visit our Who We Are link under the Employment Opportunities section of our website.

**EDUCATION/EXPERIENCE:** A bachelor's degree in Accounting, Business Administration, or another related field or experience in the state purchasing /accounting field is required. We are interested in candidates who possess strong verbal and written communication skills, customer service skills, and the ability to work as part of a team.

**ADDITIONAL SKILLS:** The successful candidate should know and understand state purchasing rules, purchase card requirements, IT terminology, and be proficient using Excel, Word, and Access. Completion of state CPO training/exam and state P-Card training is required.

**SALARY/BENEFITS:** The Oklahoma State Auditor and Inspector's Office offers the following benefits package:

- Competitive salary - entry level \$47,000 - \$60,000 range; salary is commensurate with education and experience.
- Excellent state benefits consisting of:
  - Defined Benefit Contribution Plan – 457 Plan – Deferred Compensation
  - Comprehensive health insurance – medical, dental and vision
  - Generous Benefits Allowance - 100% Paid Employee Health Insurance and up to 75% for Family.
  - Longevity Bonus
  - 11 Paid State Holidays annually
  - 3 Weeks Annual Leave/ 3 Weeks Sick Leave (of which annual leave increases at 5, 10, and 20 years of service)
  - Hybrid work schedule which includes a blend of telework and in-office work.
  - CEU training provided

**Join our Team! If interested, please submit a letter of interest referencing the position and your resume by Friday, December 17, 2021 to:**

Lisa Hodges, Deputy State Auditor  
2300 N. Lincoln Blvd., Room 123  
Oklahoma City, OK 73105  
Email: [lhodges@sai.ok.gov](mailto:lhodges@sai.ok.gov)

The Oklahoma State Auditor and Inspector's Office is committed to our policy to provide equal employment and advancement opportunity without regard to political or religious opinion or affiliation, race, creed, gender, age, color, national origin, or disability, so long as the disability does not render the person unable to do the work for which employed. All qualified applicants are encouraged to apply.