



OKLAHOMA CITY COMMUNITY FOUNDATION

OPEN POSITION

Join OCCF:

The Oklahoma City Community Foundation (OCCF) brings people together to invest in our community and those who live here. Founded in 1969 and one of the 20 largest community foundations in the country, OCCF partners with donors and nonprofits to impact our community's most pressing needs and ensure support well into the future. As a growing organization, we are expanding our services and efforts to transform lives across Central Oklahoma and beyond. We offer competitive salary, generous benefits, including a 403(b)-retirement plan, paid leave, and we are building an energized, values driven culture. We welcome talented, committed, caring individuals to join our team in connecting donors, programs, and initiative to advance our mission to serve Central Oklahoma

Position: Accounting Associate

The Accounting Associate is primarily responsible for processing all types of disbursements for the organization as well as assisting with other accounting operations. This position also provides general office support to other departments as needed.

Principal Duties and Responsibilities:

- Responsible for processing disbursements for various types of transaction for the organization.
- Review and process all grant and scholarship requests.
- Process and ensure timely payment of annuities and endowed non-profit distributions.
- Track and input all accounts payable items into a budget and provide data for review by senior management.
- Prepare and record journal entries.
- Track bank account balances and process ACH payments.
- Assist with the IRS Form 1099 preparation, filing and obtaining Form W-9s, including validating payee data and TINs.
- Maintain the Check Register including regularly comparing to General Ledger and identifying any discrepancies.
- Monitor the checking balance to ensure adequate funds are available and run weekly projections while updating management.
- Processing all ACH payments through the companies banking institution.
- Assist with the annual filings of state licenses and permits. Also handling the periodic filing of sales tax reports as needed.
- Provide support and gather data to the tax preparers.
- Provide backup and support to other accounting tasks as needed.
- Assist office and building support department with receptionist duties for lunch coverage.
- Other duties may be assigned.

Qualifications & Skills:

- Previous Accounting experience preferred
- Working knowledge of Fund Accounting and integrated accounting systems
- Ability to work as part of team and be flexible
- Good Customer service skills
- Excellent organizational and time management skills with attention to detail
- Strong working knowledge of Excel, Word, and Outlook

Working Conditions & Physical Demands:

- Prolonged periods of sitting at a desk and working on a computer



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- Must be able to lift up to 25lbs
- Minimal travel in the metro and surrounding area.

To apply, please send a cover letter, resume, and three references with the job title in the subject line to resume@occf.org.

Oklahoma City Community Foundation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.