



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: Finance Director

The Finance Director will help lead the finance team, ensuring it functions efficiently and effectively. This position provides backup and support to the Controller and directly supervises a portion of the Finance Department. The Finance Director is team-oriented and serves to support the mission of the foundation, ensuring timeliness and accuracy of all aspects of financial reporting and compliance.

Supervisor Responsibilities:

- Manages a minimum of two staff members
- Responsible for hiring, setting performance goals, conducting performance evaluations, and identifying opportunities for professional development for direct reports.
- Collaborate with the Controller with leading, mentoring, and managing a team of accounting and finance professionals, providing guidance and fostering a collaborative work environment.
- Hold team members accountable through developing and coaching as needed in accordance with company policy.

Principal Duties and Responsibilities:

- Key player in the organization's financial operations and works across several areas of the finance team.
- Oversee day-to-day Accounts Payable functions, general ledger entries, and grant processing.
- Creating and reviewing financial reports to ensure accuracy.
- Monitor and analyze expenditures to ensure accuracy of cost and expense classifications.
- Assist with the annual corporate budget development process and annual operating plans.
- Produce and distribute budget and financial reporting to department managers and stakeholders.
- Support the Controller in department development and provide recommendations for process improvement initiatives.
- Assist with the management of timely completion of federal and state tax filings, including Form 990 and 990Ts.
- Support the organization's month-end and year-end closing process.
- Ensure compliance with accounting principles, regulations, and internal policies.
- Review and approve workflow entries and schedules.
- Prepare, review, and assist in annual audit preparation.
- Review and maintain strong internal controls to safeguard company assets and minimize risks
- Ensure organization and supporting organizations comply with all state regulations.
- Stay updated on accounting and financial industry trends, regulations, and best practices, recommending changes as needed.
- Contributes to management team, embraces operational changes with a positive approach, actively contributes to our cultural initiatives, supports the development of resilient and agile team.
- Actively contributes to the Foundation's mission, supports the organization's culture, and values all other team members.
- Works collaboratively with team members to brainstorm ideas, solve problems, and implement meaningful solutions.



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- Ability to embrace change positively, contributing to a resilient and agile team culture.
- Ability to maintain confidentiality, exercise good judgment, and maintain professionalism within a dynamic environment.

Qualifications & Skills:

- Bachelor's degree in Accounting, Finance, or equivalent.
- Minimum of five years (5) of experience in public accounting or non-profit with fund management.
- Proficiency in financial software and systems.
- Excellent analytical and problem-solving skills.
- Strong leadership and team management skills, with the capacity to motivate and develop a high-performing team.
- Strong working knowledge of Excel and Microsoft Office Products.
- Excellent organizational and time management skills.
- Excellent written and verbal communication skills. Ability to manage relationships with others and work well with a team.

Preferred:

- Certified Public Accountant.
- Three (3) years' experience in Tax Preparation.
- Knowledge of internal and external audit processes.

Working Conditions & Physical Demands

- Prolonged periods of sitting at a desk.
The ability to lift objects of 25 lbs.
- Extended periods of working with a computer, requiring the ability to focus on tasks and navigate software interfaces.
- Requires fine motor skills, including the ability to use touch, pinch, or pick primarily with fingers. This involves precision and dexterity for tasks such as typing, clicking and manipulating small objects.
- Strong visual acuity is essential for tasks such as reading information on a computer screen and discerning details.
- The work environment is an office setting with minimal noise.
- Minimal travel in the metro and surrounding area

This position is a safety-sensitive position based on the frequent operation of a motor vehicle

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.