



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: Senior Accountant

This position is responsible for maintaining financial procedures and preparing entries for financial compliance and generating financial statements and other financial reports. This position will monitor and support investment related activities and supporting documentation. This position will play a key role in preparation of audit schedules and supporting documentation as well as budget allocations and departmental reporting.

Principal Duties and Responsibilities:

- Assist with annual budget and financial forecasts.
- Prepare quarterly reporting to departments and management.
- Analyze and prepare monthly labor and benefit allocations.
- Perform accounting functions as it relates to investments.
- Prepare manual financial statements for supporting organizations.
- Review bank and investment reconciliations to ensure accuracy.
- Prepare, review, and monitor the distribution of fund statements and consolidated financial reports for the OCCF and its supporting organizations.
- Serve as secondary contact for all audit-related functions, including monitoring the progress and transferring audit schedules to auditors, and coordinating the annual external audit process.
- Participate in the reviewing of various accounting transactions and reports.
- Reconcile accounts monthly to ensure accurate reporting and general ledger maintenance.
- Perform periodic internal audits to ensure the organization meets accounting standards.
- Assist with reviewing and documenting accounting processes to maintain and strengthen internal controls.
- Support the organization's month-end and year-end closing process.
- Prepare and compile financial data for the annual Form 990 tax filings for exempt organizations.
- Prepare comprehensive schedules for external auditors.
- Assist with training other finance staff members.
- Provide backup support for other department personnel as needed.
- Assist with ad-hoc accounting projects as assigned.
- Monitor changes in Accounting Standards affecting the organization and update finance staff on findings.

Qualifications & Skills:

- Bachelor's degree in accounting or finance, required
- Active license as a Certified Public Accountant, preferred
- Minimum of seven years (7) of experience in general accounting.
- Strong working knowledge of Excel & all Microsoft Office Products
- Excellent organization and time management skills.
- Excellent written and oral communication skills. Ability to manage relationships with others and work well with a team.
- Experience with accounting systems with multiple modules required.
- Knowledge of internal and external audit processes, preferred.



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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.