



OKLAHOMA CITY COMMUNITY FOUNDATION

Job Title: FUND ACCOUNTANT

The Oklahoma City Community Foundation is seeking an experienced fund accountant. The Fund Accountant is part of the finance team, which manages a complex, multiple fund financial accounting and reporting system. This position reports to the Controller and works closely with team members and others across the organization.

About the Oklahoma City Community Foundation: Ranked among the largest community foundations in the nation, the Oklahoma City Community Foundation connects generous donors with passionate charitable organizations to build a stronger community. Founded in 1969, we are a 501(c)(3) public charity that works with donors to create charitable funds that will benefit our community now and in the future. Learn more about the Oklahoma City Community Foundation at www.occf.org.

Position Overview:

The Fund Accountant ensures the successful entry of transactions to the Community Foundation's multi-dimensional fund management and accounting system. The Fund Accountant is responsible for initiating entries as well as reviewing entries made by others throughout the organization. This requires knowledge of generally accepted accounting principles for nonprofit organizations and advanced knowledge of the organization's financial accounting software and processes. The Fund Accountant also assists in the design and processing of financial statements for multiple fund groups, and assists in the reconciliation of multiple bank and investment accounts.

Responsibilities:

- Responsible for entering and maintaining fund records, including accounting system setup.
- Processes various daily financial transactions to appropriate funds.
- Reviews and processes entries initiated by staff members throughout the organization.
- Composes and processes general ledger entries.
- Assists in reconciliation of multiple bank and investment accounts.
- Helps design and generate quarterly and annual financial statements for multiple fund groups.

Qualifications & Skills:

- Bachelor's degree in Accounting or Finance preferred.
- Strong accounting and administrative experience required.
- Ability to manage details and meet deadlines in a fast-paced environment required.
- Above average skills in Microsoft Excel, Word and Outlook required; proficiency in FIMS or other multiple fund foundation management database system a strong plus.
- Working knowledge of Acrobat Pro or other PDF creation software a plus.
- Experience in community-based nonprofit organizations preferred.
- Professional attitude and strong interpersonal communication skills with the ability to build working relationships.
- Minimal travel is involved with this position.

To apply, please send a cover letter, resume and three references with job title in the subject line to info@occf.org by January 31, 2019.