



OKLAHOMA CITY COMMUNITY FOUNDATION

OPEN POSITION

Job Title: Accounting Associate

The Oklahoma City Community Foundation is seeking an Accounting Associate. The Accounting Associate is responsible for processing all types of disbursements for the organization as well as assisting with other accounting operations.

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.

Essential Functions:

- Review and process all administrative vouchers, grants and scholarship requests
- Process all types of disbursements for the organization
- Track disbursements within an operating 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 1099 preparation
- Participate in the organization's annual audit preparation
- Assist with receptionist duties for lunch coverage
- Other duties as assigned

Qualifications & Skills:

- Previous accounting experience preferred
- Working knowledge of fund accounting and integrated accounting systems
- Ability to work as part of a 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 minimal lifting of objects up to 20 lbs.
- Minimal travel in the metro and surrounding area.

To apply, please send a cover letter, resume and three references with job title in the subject line to resume@occf.org by December 2, 2022.