



# OKLAHOMA CITY COMMUNITY FOUNDATION

## **Job Title: Senior Accountant**

The Oklahoma City Community Foundation is seeking an experienced Senior Accountant. The Senior Accountant is part of the Finance team, which manages a complex, multiple fund financial accounting and reporting system. This position reports to the Vice President of Administration 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](http://www.occf.org).

## **Position Overview:**

The Senior Accountant works with the senior management team to support the general operations of the Community Foundation. The Senior Accountant is responsible for reconciling and processing investment transactions on a monthly basis, filing annual regulatory reporting and some tax reporting. This position requires knowledge of generally accepted accounting principles for nonprofit organizations and advanced knowledge of the organization's financial accounting software and processes.

## **Responsibilities:**

- Responsible for filing all annual renewals for CGA licensing
- Ensure timely filing of documentation with all state agencies while providing oversight for the Community Foundation entities
- Assist with preparation and review of Form 990 tax returns and audit schedules
- Participate in investment accounting
- Serves as backup support for payroll. Review, approve and upload entries into the accounting system. Backup administrative functions related to employee benefits, including 403(b) recordkeeping and health insurance
- Process yearend tax reporting for the Community Foundation (1099MISC and 1099R)
- Review fund financial statements prepared by the Accounting team

## **Qualifications & Skills:**

- Bachelor's degree in Accounting or Finance, preferred
- Active license as a Certified Public Accountant, required
- Above average skills in Microsoft Office Suite
- Knowledge of accounting compliance standards and tax preparation
- Experience in community-based nonprofit organizations
- Professional attitude and strong interpersonal communication skills with the ability to build working relationships

## **Working Conditions & Physical Demands:**

- Prolonged periods of sitting at a desk
- 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 [resume@occf.org](mailto:resume@occf.org) by April 30, 2021.