



Position: Accountant

Reports to: Chief Financial Officer

Status: Non-Exempt, Full Time (occasional evening event required)

Position Description: The Accountant is responsible for daily deposits, account reconciliations, accounts receivable, collections and other accounting functions as assigned.

Essential Duties and Responsibilities:

- Make daily bank deposits and create monthly log in Excel.
- Reconcile deposit log to donations recorded in Sales Force.
- Review and mail monthly statements to Agencies.
- Post payments and credit memos to agency accounts.
- Interface with agency members and respond to account inquiries.
- Review agency aged accounts and collect as needed.
- Manage accounts payable and process checks and payments in Mineral Tree.
- Maintain schedule of investments and calculate roll-forward of accounts.
- Make various monthly journal entries as directed by CFO
- Reconcile bank accounts and credit cards monthly
- Manage employee expense accounts
- Provide weekly cash snapshot
- Assist CFO with other financial reports and duties as assigned.

Qualifications:

- Bachelor degree and accounting experience preferred
- Strong attention to detail
- Strong writing and editing skills
- Ability to organize, plan, and prioritize
- Proficient computer skills including spreadsheets and databases.
- Ability to work independently and be a team player
- Customer service skills

Additional Requirements:

- Valid Oklahoma Driver license, insurance, and use of personal vehicle
- Must be able to perform the essential duties and responsibilities with or without reasonable accommodation.
- Successful candidate must pass background check and

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