

STAFF ACCOUNTANT

Our Staff Accountant supports OK Policy by preparing and maintaining financial records, processing receivables and payables, and performing reconciliations of financial statements in accordance with GAAP. This position reports directly to OK Policy's Deputy Director.

Duties/Responsibilities

- Supervisory responsibilities: No.
- Manage all general ledger and subsidiary journals, including cash and credit card receipts, cash disbursements, accounts payable, accounts receivable, revenue releases, payroll accounts, cash flow forecasting, and financial administration of grants in compliance with GAAP.
- Prepare financial reporting with timeliness, accuracy, completeness, to the highest standards in accordance with GAAP requirements for nonprofit entities, and in accordance with the organization's mission and values.
- Contribute to the development and review of annual operating budgets, departmental budgets, and other performance projections.
- Prepare and maintain documentation for the production of standard reporting processes and procedures and collaborate to develop and improve formal documentation processes.
- Contribute positively to our culture, which we like to think blends excellence with heart (and a keen sense of humor helps).
- Other duties as assigned.

Skills / Experience

Essential:

- Minimum 3-5 years related professional experience.
- Thorough knowledge of, and demonstrated competence in general financial accounting and GAAP requirements for not-for-profit entities.
- Thorough knowledge of and ability to generate tax reporting and reconciliation documents for external auditors.
- Demonstrated competence in managing financial and other organizational resources, including any related consultant contracts.
- Previous experience in a professional role with confidentiality responsibilities such as accounting, finance, banking, human resources, health care, insurance, etc.
- Previous experience working with accounting databases, such as Quickbooks.
- Proven ability to manage multiple projects, set priorities and meet deadlines in a changing environment; demonstrated ability to set and manage priorities under tight deadlines with an outcomes-oriented approach.
- Strong organizational and administrative skills, with a demonstrated track record of establishing effective systems that foster collaboration and improve efficiency; ability to think strategically, analytically and creatively.
- Proficiency with Word, Excel, and Google Suite.
- Strong commitment to the mission, goals, and values of OK Policy.

Education:

- Bachelor's degree in a related field, or equivalent professional experience.

Working Conditions

OK Policy's headquarters are located in Tulsa, OK, however, in order to ensure the health and wellbeing of our team, all OK Policy staff are currently working remotely due to the coronavirus pandemic.

- Ability to work during OK Policy's normal operating hours (8:30 – 5:00, M-F).

- Ability to work evenings and weekends, if needed, particularly during state legislative session, or to support events.
- The position can be based anywhere within the state of Oklahoma, and is full-time.
- Position may require some travel in and out of state - typically less than 5% of working time.
- Physical effort/lifting requirements - up to 25 lbs., for lifting supplies and materials, as needed*.
- Position frequently requires the ability to sit for extended periods of time*.
- Position continually requires the ability to talk and hear both in person and over the phone*.
- Position continually requires visual acuity as well as hand and finger dexterity to operate equipment, read, and use a keyboard*.

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job to the extent possible for this position.*

Compensation

OK Policy values its employees, and as such, offers a competitive total compensation package which includes both cash compensation and benefits. This position is eligible to participate in the following benefits:

- Employer sponsored health plans, including: health, dental, and vision insurance.
- Retirement plan benefits and employer matching up to 5% (first 3% without any match requirement).
- Additional benefits – including health savings account (HSA), flexible spending accounts (FSA), dependent care accounts (DCA), short-term disability insurance, and legal assistance.
- Employer-paid long-term disability and life insurance benefits.
- OK Policy recognizes all federal holidays, as well as Election Day and Juneteenth, along with two (2) floating holidays that can be used at the team member's discretion.
- OK Policy provides a generous PTO package, including: vacation leave, sick/personal leave, paid family leave, and more!

Salary Range: \$40,000 - \$45,000 Annually *(commensurate with experience)*

The above is intended to describe the general content of and requirements for the performance of this job and is not a guarantee of employment. This document is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to reasonably assign or reassign duties and responsibilities to/from this job at any time. Oklahoma is an "employment-at will" state; therefore, employment as a team member of the Oklahoma Policy Institute (OK Policy) is considered to be "at-will" and may be terminated by you or the employer at any time. The Oklahoma Policy Institute (OK Policy) is an equal opportunity employer, are committed to racial and gender equity, and we make a particular effort to recruit candidates who identify as Black, Indigenous, people of color, and gender non-binary to apply for open positions.