

**Empowering Communities**

**Changing Lives**

 **Job Description**

**JOB TITLE:** Staff Accountant

**DEPARTMENT:** Accounting

**REPORTS TO:** President & CEO

**FLSA STATUS:** Exempt; benefits provided

**SEND RESUME:** humanresources@urbanleagueok.org. Open until filled.

**SALARY:**

**ABOUT THE URBAN LEAGUE:**

The Urban League of Greater Oklahoma City Inc., an affiliate of the National Urban League, is a non-profit, United Way agency partner established in Oklahoma City in 1946. Its mission is to assist African Americans, other minorities, and the poor to achieve social and economic equality. Visit www.urbanleagueok.org for more information.

**BASIC FUNCTIONS:**

The Staff Accountant is responsible for the day-to-day administration and operation of the Finance Department for the Urban League and related entities and provides advanced expertise on special projects. Responsibilities include directing a wide range of fiscal accounting analyses; coordinate payroll processing with a third-party payroll provider, entering & reconciling all accounts payable and accounts receivable operations; reconciling actuals to the annual budget and departmental budgets and maintaining the integrity of the agency’s financial system and general ledger.

This position reports directly to the President & CEO and collaborates with various members of agency leadership. Additionally, this position will work closely with an external accounting firm to complete various tasks and projects.

**ESSENTIAL FUNCTIONS:**

* Computes, processes, and reconciles bi-weekly payroll
* Ensure that all deductions, such as taxes and insurance premiums, are accurately calculated.
* Coordinate with a third-party payroll provider to ensure that all payroll activities comply with federal, state, and local laws and regulations, including tax laws, labor laws, and employment standards.
* Respond to employee inquiries regarding payroll, including questions about deductions, paychecks, and taxes.
* Reconcile payroll accounts, including bank accounts and general ledger accounts, to ensure that all transactions are accurate and accounted for.
* Complete month-end close processes (i.e., bank reconciliations, accruals, etc.) in collaboration with an outsourced accounting firm;
* Manages special projects for the accounting department and coordinates related committees;
* Prepares and reports on fiscal accounting analyses;
* Assists in the preparation of financial reports and budgets;
* Maintains accounting records and files in an organized fashion to enable efficient retrieval of support for grant/program needs and audit completion efficiency;
* Maintains the integrity of the Urban League’s financial system and general ledger;
* Responsible for coordinating with program leaders to accumulate documentation, track budgets, request grant draws, and address questions from granting organizations.
* Assist with the preparation of schedules and other information requests in connection with the annual financial statement audit and annual 990 tax filing.
* Assist with the preparation of indirect cost rate agreement in connection with federal awards
* Monitors changes in regulations of accounting practices (i.e., Generally Accepted Accounting Principles (GAAP), Sarbanes Oxley (SOX), and Uniform Guidance for Federal Awards);
* Works to ensure program compliance with all accounting and technical policies and procedures.
* Ensures all department policies, procedures, and program compliance are followed.
* Demonstrates continuous effort to improve operations, decrease turnaround time, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service;
* Other duties and projects as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of:

* Principles and practices of general and governmental accounting administration
* GAAP and accounting practices
* Modern office procedures and practices, including record-keeping and data security methods and techniques
* Principles and practices of supervision and personnel management

Ability to:

* Communicate orally in the English language with customers, clients, and the public using a telephone and in group and face-to-face, one-on-one settings, and electronically
* Work cooperatively with employees, customers, clients, and the public
* Perform arithmetical computations quickly and accurately
* Comprehend and make inferences from written material
* Produce documents written in the English language using proper sentence structure, punctuation, grammar, and spelling
* Review or check the work products of others to ensure conformance to standards

**QUALIFICATIONS:**

* Bachelor’s degree in accounting from an accredited college or equivalent accounting experience
* Five (5) years of bookkeeping and/or accounting experience
* Nonprofit experience preferred but not required
* Strong technical, research, organizational, and analytical skills required
* Experience in Abila/MIP Fund accounting or related software is preferred but not required
* Proficient in the use of Microsoft Outlook, Excel, Word, and other software applications
* Must be detail oriented and able to work in a fast-paced environment with the ability to switch gears quickly and efficiently
* Strong interpersonal, verbal, and written communication skills
* Ability to meet deadlines