

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: Accounting Specialist

Department: Business Office

OBU Mission Statement

OBU transforms lives by equipping students to pursue academic excellence, integrate faith with all areas of knowledge, engage a diverse world, and live worthy of the high calling of God in Christ.

Expectations for all Employees

Oklahoma Baptist University achieves its mission through a shared commitment to the following expectations. All employees are expected to embrace these expectations and to model them in their behavior.

- Demonstrate commitment to the essentials of the Christian faith.
- Commit to the mission and vision of Oklahoma Baptist University.
- Maintain active membership in a local evangelical Christian church.
- Treat people with dignity and respect.
- Build relationships on honesty, integrity, and trust.
- Strive for excellence through teamwork, leadership, and a strong work ethic.

Purpose: The accounting assistant will assist with the accounting functions of the University working directly with the Controller and Accounting Manager to accomplish tasks related to FEMA support and special assignments. This position requires a knowledge of basic accounting concepts and standards. Not-for-profit experience preferred.

Essential Functions:

- Assist with FEMA documentation (this is a temporary assignment)
- Bookkeeping for an entity partially owned by OBU.
- Prepare sales tax reports.
- Prepare bank reconciliations.
- Prepare journal entries and post via FUPLOADS.
- Support other departments on campus.
- Audit support
- Support the budget and financial accounting processes

Other Duties:

- Be a backup for the cashier.
- Be a backup for the accounts payable clerk.
- Be a backup to process purchase orders.
- Be a backup for data entry for accounts receivable.
- Assist with collections

Qualifications:

- Knowledge of basic accounting concepts and standards

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- Knowledge of non-profit accounting
- Ten key data entry
- Prior knowledge or use of QuickBooks.
- Advance Excel abilities.

Required:

- Associates Degree in Accounting
- One year business office experience.
- Microsoft Windows
- ERP system
- QuickBooks
- Excel
- Word
- Sitting for long periods of time
- Ability to lift occasionally a 20-pound box of paper

Preferred:

- Bachelors Degree in Accounting
- Two years of accounting experience
- Not-for-profit experience

Special Requirements:

- Member of a local evangelical church

*Evangelical is a broad term referring to a segment within Christianity which maintains the authority of the Bible and the belief in salvation by faith in Jesus alone.

**Please apply using the link for “Support Applications” on the OBU website at <https://www.okbu.edu/hr/jobs.html>.