

Accountant Associate – Jewish Federation of Tulsa

About the Organization: Jewish Federation of Tulsa is a not-for-profit organization with a mission to preserve and enhance Jewish life through charitable, cultural, educational, health and social service needs. The Federation also engages in community relations and outreach by providing a variety of services to the broader Tulsa community.

General Job Description: This associate will prepare data for timely and accurate financial reports in a variety of areas. It is essential that this candidate brings analytical and organizational skills in order to best support the accounting team. This is a full-time position and reporting directly to the Deputy Director of Finance & Administration. The office location is in Tulsa, OK and work is primarily on-site with some flexibility in hours, but primarily business hours M-F. The office dress is business casual. Position is available immediately.

Responsibilities:

- Work closely with the Director to understand and ensure accuracy of all financial reporting activities
- Assist in preparation and distribution of financial statements
- General bookkeeping
- Accounts receivable recording and collections
- Reconciliation of customer credit card transactions
- Preparation of quarterly donor reports and fund statements at least quarterly
- Analyze and prioritize information or problems, identify critical issues and implement the best “next steps”
- Assist in preparation of journal entries, balance sheet reconciliations and backup to other accounting duties as needed.
- Other duties as assigned

Qualifications:

- Associate or Bachelor’s degree in finance or accounting. Other related work experience can be substituted for formal college degree
- Knowledge of accounting principles and procedures
- Familiarity with Jewish cultural life, religious observances, and traditions preferred
- General computer skills including Microsoft office suite
- Knowledge of QuickBooks preferred
- Strong attention to detail and organizational skills
- Problem solving and ability to work in teams.
- Ability to work independently

Benefits:

- Health, dental, vision and life insurance
- Paid time off, including expanded holidays
- ST and LT disability
- FSA plan
- 401k with employer match
- Membership to community fitness center

Physical demands: while performing the duties of this job the employee will regularly be required to sit, stand, reach, walk, kneel, crouch, crawl and lift and/or move up to 25 pounds.

Application process:

Email resume to jplatt@jewishtulsa.org. All qualified applicants will be forwarded an employment application to complete and be subject to background check.