

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: Accounting Specialist I

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.*
- *Manage human and financial resources wisely and efficiently.*

Purpose: The accounting assistant will assist with the accounting functions of the University working directly with the Directory of Finance to accomplish tasks related to the daily accounting operations of the University. This position requires a knowledge of basic accounting concepts and standards. Not-for-profit experience preferred.

Essential Functions:

- Prepare monthly reconciliations and initiate journal entries as needed.
- Bookkeeping & payroll for an entity partially owned by OBU.
- Prepare sales tax reports.
- Prepare bank reconciliations.
- Prepare journal entries and post via FUPLOADS.
- Assist other departments with general inquiries.

Other Duties:

- Cross train and serve as backup as necessary for the cashier, AP, POs, collections & payroll.

Qualifications:

- Knowledge of basic accounting concepts and standards
- Knowledge of non-profit accounting
- Ten key data entry
- Prior knowledge or use of QuickBooks.
- Advanced Excel abilities.

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Required:

- Associate's degree in accounting
- 1 year business office experience
- Microsoft Office
- ERP system
- QuickBooks
- Excel
- Word
- Sitting for long periods of time
- Ability to lift occasionally a 20-pound box of paper

Preferred:

- **Bachelor's degree in accounting**
- 2+ years of accounting experience.

Special Requirements:

- Member of a local evangelical church
- *Evangelical is a broad term referring to 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 "Administrative Applications" on the OBU website at <https://www.okbu.edu/hr/jobs.html>**