

OKLAHOMA BAPTIST UNIVERSITY
POSITION DESCRIPTION

Title: Accounting Specialist II

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 must embrace these expectations and model them in their behavior.

- *Demonstrate commitment to the essentials of the Christian faith.*
- *Commit to the mission and vision of Oklahoma Baptist University.*
- *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 by working directly with the Director 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 for cash and investment accounts. Initiate journal entries as needed.
- Bookkeeping and payroll for an entity partially owned by OBU.
- Prepare sales tax reports.
- Prepare bank reconciliations.
- Prepare journal entries and/or post in OBU's ERP system.
- Support other departments on campus.
- Audit support.
- Support the budget and financial accounting processes.
- Maintain records and prepare journal entries and reports for Tulsa Royalties Company.
- Liaison for leasing and mineral management activities with the Baptist Foundation of Oklahoma.
- Assist other departments with general inquiries.
- Assist in implementation of OBU's new ERP.

Other Duties:

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

Required Qualifications:

- Knowledge of basic accounting concepts and standards.
- Knowledge of non-profit accounting.
- Ten key data entry.

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- Prior knowledge or use of QuickBooks.
- Advanced Excel abilities.

Education:

Required: Associates Degree in Accounting.

Preferred: Bachelors Degree in Accounting.

Experience:

Required: 3-5 years business office experience.

Preferred: 5-10 years of accounting experience.

Equipment:

- Microsoft Office.
- ERP system.
- QuickBooks.
- Excel.
- Word.

Physical Requirements:

- Sitting for long periods of time
- Ability to lift occasionally a 20-pound box of paper

Special Requirements:

- Must be a member of a local evangelical* Christian 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 “Support Staff Applications” on the OBU website at:
<https://www.okbu.edu/hr/jobs.html>

OBU Benefits Summary:

OBU understands that our employees are our most valuable assets when fulfilling our mission. We strive to offer an extensive array of benefits and opportunities for employees to choose from. Full-time employees benefit from the generous OBU provision of premium contributions for nationwide family-friendly Health and Dental coverages along with free life insurance that includes accidental death and dismemberment equal to an employee’s base salary. OBU provides access to optional employee-paid ancillary benefits like vision, hospitalization, critical illness, accident, additional employee-paid family life insurance coverages, and education benefits at OBU and other institutions of higher education. There is generous paid time off that includes annual granted vacation time, accrued sick leave, six annual holidays, and week-long breaks for Thanksgiving and Christmas that include energy conservation days. For all employees working at least half-time, there is an employer matching opportunity for retirement investments in a 403(b)(9) plan administered by Guide Stone. There are numerous other perks and opportunities for OBU employees including FREE family membership to the OBU Recreation and Wellness Center or RAWC, Global outreach university mission trips, cafeteria discounts, and parking

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privileges to name a few. For more information about the current OBU employee benefits and opportunities, please contact the Human Resources staff at HR@okbu.edu.