ACCOUNTANT

Helping children. Providing homes. Supporting families. **Bringing Hope**.

Oklahoma Baptist Homes for Children (OBHC) is a not-for-profit Christian children's home serving over 200 at-risk youth and families at our four campus locations. Additionally, eight Hope Pregnancy Centers (HPC) offer caring, non-judgmental support to those who find themselves in an unplanned pregnancy.

Mission Statement

OBHC exists to show and share the love of Christ to children and their families.

Statement of Faith

Oklahoma Baptist Homes for Children declares the Bible as the foundation for its faith and practice, and affirms as its confession of faith, the Baptist Faith and Message, as revised and adopted in 2000 by the Southern Baptist Convention.

JOB DESCRIPTION SUMMARY

The Accountant will be responsible for the performance of duties detailed and will be appraised by implementation, consistency, quality and performance of assigned duties toward empowering children and their families to follow Christ.

This position generally works in an office environment but will occasionally be required to perform job duties outside the typical office setting. Travel and operation of a vehicle will be required.

This is a full-time position. Oklahoma Baptist Homes for Children offers a competitive salary and, for full-time personnel, a compensation package which includes health insurance, life insurance, retirement and much more.

Reports To: the Chief Financial Officer

Location: Home Office, 300 Johnny Bench Drive, Oklahoma City

SPIRITUAL QUALIFICATIONS

1. Profess that Jesus Christ is Lord and that Jesus is only one true God, acknowledging that there is no salvation from sins apart from Jesus' death, burial, and resurrection.
2. Believe the Bible is the only, inspired, and inerrant Word of God.
3. Mature, Christian person that is actively involved in a Southern Baptist Church.
4. Believe and follow the 2000 Baptist Faith and Message as summarized in the OBHC Statement of Belief.
5. A firm commitment to the sanctity of human life and biblical sexual purity in all circumstances.
6. Concern for God's kingdom, love for those served and a calling to OBHC.

We are a religious employer and we reserve the right to hire based upon religious preference pursuant to Section 702 of Title VII Civil Rights Act 1964.

QUALIFICATIONS

1. Bachelor's degree with a major in accounting or finance, or an equivalent combination of education and experience.
2. Strong problem-solving and analytical skills.
3. Attention to detail.
4. Excellent written and verbal communication skills.
5. Proficiency with Microsoft 365, especially Excel.
6. Hold membership and be active in a Southern Baptist Church.

Preferred Qualifications

7. Three or more years of experience in non-profit accounting.
8. Experience processing payroll.

KEY RESPONSIBILITIES

1. Reconciliation of bank and other balance sheet accounts.
2. Preparation of general ledger entries.
3. Preparation of payroll.
4. Preparation of monthly financial reports.
5. Preparation of supporting schedules and documentation for audits and 990.
6. Preparation of ad hoc reports as needed.
7. Provide administration and technical support for software, such as credit card management and payroll software.
8. Back-up for opening and logging mail. *This may require occasional lifting of materials weighing less than 25 lbs*..

FACILITIES AND PROPERTY MAINTENANCE RESPONSIBILITIES

1. Ensure OBHC facilities are clean, safe, and well-maintained.
2. Follow procedures for vehicle use, building care, and maintenance reporting.
3. Report all damage and accidents to your supervisor.
4. Keep allotted office space, office equipment, and other resources clean and well maintained.
5. Use computers and office equipment proficiently and with integrity.

PROFESSIONAL CONDUCT AND RESPONSIBILITIES

1. Become familiar with and adhere to OBHC Policy and OBHC Procedures.
2. Will attend all staff meetings and trainings.
3. Model Christ-like behavior in all interactions with staff, families, donors, volunteers, and residents.
4. Practice biblical conflict resolution and Christ-like confrontation.
5. Foster fellowship, emotional support, and a team-oriented spirit among staff.
6. Collaborate with OBHC personnel to maintain a consistent, positive environment.
7. Represent OBHC professionally at public events when requested.
8. Maintain modest dress, punctuality, and adherence to assigned hours.
9. Use OBHC resources, including credit cards and office equipment, responsibly and with proper documentation.
10. Complete additional tasks as assigned by the supervisor.