

POSITION TITLE: ORO Development Corporation Finance Director/HEP Principle Investigator,

IMMEDIATE SUPERVISOR: Executive Director

LOCATION: The main address/location for ORO is 909 S. Meridian, Suite 350, OKC, OK 73108

WORK HOURS: Exempt

BENEFITS: Employee's medical, vision, dental are paid at 100% plus Life insurance. Holiday and PTO (8.15 hours per pay period), 401K (3%).

SUPERVISORY RESPONSIBILITIES: HEP Project Director

COORDINATION RESPONSIBILITIES: Executive Director, Director of Field Operations/HEP Records Specialist, MIS Director/HEP Compliance Specialist, Case Managers and HEP Project Director

BASIC FUNCTIONS:

- A. Budget Development
- B. Program Development
- C. General Accounting
- D. Special Bookkeeping
- E. Supervision

DUTIES AND RESPONSIBILITIES:

Function "A" Budget Development:

1. Assists Executive Director in budget development.
2. Assists in the development of plans to meet RFP guidelines.

Function "B" Program Development:

1. Assists in the development of procedures to improve the general functions of the field operations.
2. Corresponds with employers and vendors to assure that NFJP/HEP program requirements are met.
3. Upkeeps and maintains paperless procedures, within the finance department, in order to assure compliance and accurate data collection.

Function "C" General Accounting:

1. Responsible for agency accounts payable.
2. Reviews and approves all check requisitions.

3. Reviews all employee time sheets for accuracy and processes the agency semi-monthly payroll.
4. Prepares and submits quarterly reports to DOL and Department of Education.
5. Assists in agency audit activities by providing documents and clarification as needed by internal and external auditors.
6. Maintains daily cash flow records and requisitions grant draw downs as needed.
7. Maintains a control system that ensures supportive services to participants and charged to the category in which the participant participates. Makes adjusting accounting entries when necessary.
8. Records and deposits all sources of income.
9. Coordinates with Administrative Assistant in the issuance of payments and checks.

Function “D” Special Bookkeeping:

1. Maintains books of original entry for special projects.
2. Reconciles all agency bank accounts to the general ledger.
3. Responsible for the appropriate billing of special bookkeeping assignments.

Function “E” Supervision:

1. Currently the Finance Director/HEP Principle Investigator will supervise the HEP Project Director to meet the responsibilities in the HEP plan.

QUALIFICATION REQUIREMENTS:

EDUCATION: Bachelor’s degree or other post-secondary educational achievement including a minimum of twelve (12) credit hours in approved accounting related courses.

EXPERIENCE:

Minimum of two years of experience in accounting background with organizations preferred. HR experience preferred. Must have extensive computer skills in Micro-Soft Word. Must communicate well both written and verbally. Must be able to meet stringent deadlines. Work well in a team concept with other office personnel and ORO staff.

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified.

Apply now! Joining our team will provide you with the opportunity to make a difference every day.

The ORO is an Equal Opportunity Action employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law.

APPLICATION DEADLINE: August 20, 2021