



SENIOR STAFF ACCOUNTANT

The Oklahoma Conference of The United Methodist Church is pleased to announce a search for a Senior Staff Accountant who is responsible for assisting with the daily accounting functions of the Administrative Services department. The Senior Accountant will prepare monthly journal entries and perform all bank reconciliations, monitor bank accounts, credit cards, and all financial statements to ensure accuracy. The Senior Accountant will assist Camp and Retreat Ministries with creating and delivering all financial statements.

Essential Functions:

- Prepare and maintain the Conference Chart of Accounts, financial statements, general ledger, and journal entries, ensuring that all reports are accurate, up to date, and completed in a timely manner.
- Perform monthly reconciliations of all bank accounts and credit cards to verify transaction accuracy, confirm receipt of transactions, and ensure prior approval for all entries. Investigate discrepancies and report findings to the Director of Accounting and Conference Treasurer.
- Manage access to Conference credit cards, adding and removing authorized users as necessary.
- Process and monitor the Conference Positive Pay system through online banking to prevent fraud and ensure proper transactions.
- Assist with year-end closing procedures, including the creation of the Conference Cash Reconciliation Report, preparation of year-end journal entries, and support with the annual audit process.
- Collaborate with the Conference Treasurer, the Committee on Finance and Administration, and the directors of the Oklahoma Conference in preparing and managing the annual budget.
- Provide input and operational support during the yearly budget process.
- Assist with the Accounts Payable process, including batching Accounts Payable vouchers and processing checks and payments through the Accounts Payable system, as required.
- Support audit preparations by gathering and reviewing relevant information and providing additional documentation to auditors as requested.
- Perform other duties as assigned.

Qualifications:

- Bachelor's degree in accounting, finance, or related field is required.
- Proven experience in an accounting department, including maintaining ledgers and preparing audit files.
- Experience in non-profit or fund accounting is preferred.
- Strong working knowledge of internal accounting controls and fund accounting practices is required.
- High attention to detail and accuracy is essential.
- Proficiency in Microsoft Office suite, including Excel, is required with the ability to quickly learn new software and technologies.

- Experience with Shelby Financials or similar accounting software is preferred.
- Knowledge of The United Methodist Church system is preferred.
- Ability to maintain strict confidentiality.
- Strong written and verbal communication skills, with the ability to work both independently and as part of a team.
- Demonstrates excellent organizational skills, with the ability to multitask, prioritize, and work under pressure.

The Oklahoma Conference of The United Methodist Church is an Equal Opportunity Employer and actively seeks and encourages applications from minorities, women, and individuals with disabilities. All offers of employment are subject to the applicant successfully completing background, reference, and other applicable checks.

To apply please visit:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=315380&clientkey=E1CB377AF1A59C982D4A8BC33247365B>

Closing Date:

07/23/2025

No Staffing Agencies or Recruitment Firms