

## Association of Central Oklahoma Governments

### JOB OPPORTUNITY

#### DESCRIPTION:

**JOB TITLE:** Accountant II/ Procurement Administrator

**DIVISION:** Administration

**DEPARTMENT:** Finance

**SUPERVISOR:** Finance Director

**DATE:** September 2024

**FLSA STATUS :** Non-Exempt

#### EMPLOYER INFORMATION :

The Association of Central Oklahoma Governments (ACOG) is the regional planning agency and the designated metropolitan planning organization (MPO) serving the four-county Central Oklahoma region (Oklahoma, Cleveland, Canadian, and Logan Counties). Located in Oklahoma City, ACOG performs work related to enhanced 911 services, community & economic development, water resources, air quality, transportation planning and other issues of regional significance. For more information about ACOG and the variety of services and programs provided, please visit [acogok.org](http://acogok.org).

#### JOB SUMMARY:

The Accountant II/Procurement Administrator is responsible for the proper reporting of financial information for both ACOG and 911 ACOG. Other responsibilities may include maintaining federal and state grant files, submitting reports and preparing the ACOG and 911 ACOG annual budgets and annual audits. This position will be under the direct supervision of the Finance Director.

#### ESSENTIAL JOB FUNCTIONS:

- Assists Finance Director with preparation of the annual budgets and annual audits
- Properly record transactions in general ledger system utilizing the appropriate book of original entry and coding
- On a monthly basis, maintains grant files and completes monthly grant and program worksheets, detailed project reporting, grant reimbursement requests and submission to the Finance Director for review
- Serves as the Procurement Administrator - performs duties required by the ACOG Procurement Policy
- Reconcile bank accounts at month end
- Contacts banks for discrepancies, stop payments, copies of checks, etc.,
- Completes banking information for vendor applications
- Prepare year-end 1099s
- Review, reconcile and correct credit card transactions
- Reconciliation of interfund accounts

- Preparation of allocation entries for review by the Finance Director
- Maintain active registrations in SAM (System for Awards Management) for both ACOG and 911 ACOG
- Assists with Workers' Compensation premium audits
- Attends Board Meetings for the Finance Director on an as needed basis

### **ADDITIONAL RESPONSIBILITIES:**

- Assist with preparation of board meeting items claims listings, cash status reports
- Serve as alternate ACOG credit card administrator
- Backup Petty Cash fund custodian
- Perform other duties and projects as required by management

### **MINIMUM QUALIFICATIONS FOR CONSIDERATION:**

- Bachelor's degree in Accounting, Business or Public Administration plus five (5) years accounting experience
- CPA with audit experience preferred
- Proficiency in Excel and accounting software (MIP experience preferred)
- Experience with detailed allocations and governmental grant/project reporting

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Working knowledge of accounting and financial statements
- Account reconciliation skills
- Strong critical thinking and trouble-shooting ability along with excellent verbal and written communication skills
- Good interpersonal and customer service skills, and capable of establishing collaboration with a wide range of people
- Ability to prioritize, manage, and complete multiple work assignments independently with limited supervision in a dynamic environment
- Proficient in Microsoft Office suite
- Ability to accept new techniques and procedures quickly and integrate with daily job

### **PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting for long periods of time, occasional bending, squatting, kneeling, stooping; good finger dexterity and feeling; frequent repetitive motions; talking, hearing, and visual acuity
- Frequent lifting (up to 10 pounds of paper supplies or minor office equipment)

## WORKING CONDITIONS:

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Primarily indoors with occasional travel to pick up material from vendors (mileage reimbursement)
- Normal office environment

## COMPENSATION:

The hiring range for this position will be \$75,000 to \$84,000 annually. ACOG offers a competitive benefits package which includes paid vacation and sick leave, health, dental, vision, life insurance and retirement; health reimbursement arrangement, flexible spending account for medical and child/ dependent care expense; and flexible work schedules.

## HOW TO APPLY:

1. Download the ACOG employment application at:  
[https://acogok.org/wp-content/uploads/2024/04/ACOG-Employment-Application-2023\\_fillable.pdf](https://acogok.org/wp-content/uploads/2024/04/ACOG-Employment-Application-2023_fillable.pdf)

2. Send completed application package (cover letter, completed application form, portfolio samples and resume) to:  
Debbie Cook  
Finance Director  
Association of Central Oklahoma Governments  
4205 N. Lincoln Blvd.  
Oklahoma City, OK 73105

Or by email to [acogjobs@acogok.org](mailto:acogjobs@acogok.org) with the subject: Accountant II/Procurement Administrator Position.

**Incomplete application packages will not be considered. Position is open until filled; initial review of application begins October 15, 2024.**

All employment offers will be within the stated hiring range.

ACOG reserves the right to hire at an appropriate level. ACOG is an Equal Opportunity Employer (EOE).