



TULSA COMMUNITY  
FOUNDATION

CHARITY *With* CHOICE

**Job Overview**

**Position Title:** Accountant

**Reports to:** Controller

**Areas of Responsibility:**

- Maintain QuickBooks accounting records for non-profit grant-making and real estate entities. Responsibilities will include, but not be limited to:
  - Processing cash receipts, grant disbursements and accounts payable
  - Maintaining rent rolls, security deposits and other property management records for multiple real estate entities
  - Preparing monthly financial statements and requested reports
  - Coordinating and processing year-end IRS Form 1099s
  - Organizing and maintaining required operating documents, loan agreements and vendor payable files for both Senior Accountants
- Processing contributions, cash receipts and accounts payable in Blackbaud – specifically Raiser’s Edge and Financial Edge.
- Preparing Fund Reports in Raiser’s Edge and Financial Edge.
- Preparing invoices for various TCF-related projects
- Generate reports and create work papers for the Foundation’s audit, Form 990 or other filings.
- Assist in streamlining online donation process
- Assist the Foundation’s Senior Accountants and Controller with specific projects, including daily or weekly journal entries, account reconciliations or other necessary processes.
- Coordinate special projects as requested by TCF administration.
- Candidate must be able to work independently and demonstrate excellent time management skills.

**Qualifications:**

- Bachelor’s degree with a major in accounting or related field. Previous accounting experience is preferred. CPA certification would be ideal.
- Proficiency in QuickBooks, Microsoft Outlook, Word, Excel, and PowerPoint.
- Experience with database management systems is preferred – Blackbaud Raiser’s Edge/Financial Edge, MicroEdge or similar CRM software is a plus.

**Type of Position**

This is a mid-level position.

**Foundation Information:**

Toward the end of 1998, several charitably-minded leaders came together to help create Tulsa Community Foundation (TCF), a tax-exempt public charity organized to receive, administer and distribute gifts from individuals and organizations for the improvement of the Tulsa and Eastern Oklahoma area. TCF is a collection of many charitable funds varying in size from \$5,000 to multiple millions of dollars. Each fund has its own identity and benefits from being invested with other funds to create a lasting community resource. Currently, TCF manages over \$4.4 billion among over 800 individual philanthropic funds. TCF staff members work daily with nonprofit agencies, corporations, individuals, government officials, and community leaders to provide superior service to the citizens of Tulsa and eastern Oklahoma, as well as to increase the charitable dollars contributed to our community.

Please mail, fax, or e-mail letter of interest and resume to:

Tulsa Community Foundation  
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