

Accountant I

Salary Grade: Level 4

Salary Grade Range: \$50,000 – \$55,000

Full or Part Time: Full Time

FLSA Status: Exempt via Professional
Exemption

Location: Tulsa, OK

Supervisory: No

Reports to: Executive Director

Date Opened: April 1, 2025

About Tulsa Regional STEM Alliance

The Tulsa Regional STEM Alliance (TRSA) is a nonprofit organization based in Tulsa, Oklahoma, that sits at the intersection of community partnerships, nonprofits, industry, and workforce development initiatives, and school systems—shaping, creating, and supporting high-quality STEM education for all. To learn more about us, visit <https://tulsastem.org/about>.

At TRSA, we work to ensure ALL feel welcome in our community, at our events, and on our team. Ideal candidates are excited to create an inclusive environment where all partners and colleagues feel embraced, respected, and valued. They will strive to foster engagement and connection to the community while ensuring a safe and secure environment, free from abuse and harassment.

Position Description

Tulsa Regional STEM Alliance is seeking a highly motivated Accountant to join our Operations team. In this role, you will play a crucial part in our organization's financial operations, ensuring accurate accounting practices (i.e., GAAP) and compliance with tax-related requirements.

Reporting directly to the Executive Director, the Accountant will be responsible for overseeing all aspects of the procurement process, including accounts receivable, accounts payable, and acquisitions. Additionally, you will generate timely and accurate financial reports, such as profit and loss statements, cash flow statements, and tax forms. These reports will support program and operational strategies, and ensure fiscal transparency for the Board of Directors and the community we serve.

The successful candidate will demonstrate the ability to work both independently and collaboratively within a team environment. Proficiency in project management and willingness to learn and use project management software will be necessary to provide progress updates on various projects. Strong knowledge and experience in QuickBooks, as well as effective communication skills using Google Suite and Microsoft 365, are essential for seamless internal and external communication.

Position Responsibilities

- **Financial Management:**

- Oversee financial transactions, including accounts payable, accounts receivable, and general ledger entries.
- Ensure accuracy and completeness of financial records by reconciling accounts and bank statements.
- Review and analyze financial data to identify discrepancies and resolve any issues in a timely manner.
- Prepare financial statements, budgets, and cash flow projections.
- Monitor and report on financial performance, highlighting areas of concern or improvement.

- **Compliance and Reporting:**

- Ensure compliance with relevant accounting principles, standards, and regulations.
- Prepare and submit accurate and timely financial reports to management, external auditors, stakeholders, regulatory bodies, and grant providers.
- Assist in the preparation of tax returns and actively engage with external auditors throughout the audit process.
- Maintain proper documentation and records in accordance with company policies and procedures.

- **Financial Analysis and Planning:**

- Conduct financial analysis to assess performance, identify trends, and provide insights for decision-making.
- Assist in the development and monitoring of budgets, forecasts, and financial models.
- Collaborate with cross-functional teams to evaluate financial feasibility and support strategic initiatives, including budget development.

- **Process Improvement and Systems:**

- Identify opportunities to improve and streamline accounting processes and enhance efficiency.
- Participate in the implementation and enhancement of accounting systems and software.
- Stay updated on industry trends, accounting standards, and best practices.

- **Other Duties as Assigned (such as):**

- Support financial reporting and management of grants awarded.
- Support HR functions related to benefits and insurance planning.
- Support work led by other TRSA team members.

Required Qualifications

- Bachelor's degree in Accounting, Finance, or a closely related field
- 2+ years of career experience in related field
- Knowledge of Generally Accepted Accounting Principles (GAAP) or other relevant accounting standards for non-profit organizations
- Ability to work independently and collaboratively within a team environment
- Excellent organizational and communication skills, including strong knowledge and experience using Google Suite and Microsoft 365
- Proficiency in using accounting software (e.g., QuickBooks).
- Professional attitude and workplace demeanor
- Valid driver's license and reliable transportation
- Ability to lift up to 25 pounds, sit, stand, and bend

Preferred Qualifications

- CPA, CMA, and CFA certification
- 5+ years of career experience in related field
- Familiarity with internal controls and audit procedures

Compensation

- The annual salary range for Accountant I is set at \$50,000 to \$55,000. Level I is the default placement for new hires. Levels 2 and 3 can be achieved by a combination of 2 or 4 years of satisfactory performance, continuing education, and expanded job duties. Each level increases the salary range by \$5,000.
- The benefits package includes health, dental, and life insurance, 50% 401k matching up to 6%, 160 hours of annual Paid Time Off, 40 hours of monthly Virtual Office Leave allowing employees to work off-site, and 14 holidays (including days between Christmas and New Year's Day).

Equal Employment Opportunity

In any of its activities or operations, TRSA shall not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, military status, genetic information, or any other basis made unlawful by applicable federal, state, or local laws or regulations. This policy governs all aspects of employment, including hiring, job assignment, compensation, discipline, termination, and access to benefits and training.

How to Apply

Submit Your Application at <http://TulsaSTEM.org/hiring>.

Close Date: April 11, 2025, or when a candidate is hired.

Interviews will be scheduled on a rolling basis before the close date for qualified applicants.