



ACCOUNTANT

Position summary: Under Supervision of the Director of the Area Agency on Aging, position is responsible for review and monitoring of expenditure invoices and revenue reimbursement, budget preparation and monitoring, scheduled report preparation and analysis, maintaining division accounting records, entry NAPIS data, and other assigned duties.

Essential Position Functions:

1. Reviewing and coding of invoices; preparation and submission of monthly state administrative and project reimbursement requests; monitor Title III administrative expenses, including timesheet review
2. Development of Title III budgets; preparation of Notification of Grant Awards (NGAs), Title III project contracts, and review of Request for Proposal (RFP) budgets.
3. Develop, track, and monitor budgets for special grants including CENA, Masonic, OKDHS, Oklahoma Insurance Department, and Ombudsman); submit invoices and expenses reports in appropriate format; monitor timely revenue collection.
4. Review and reconcile project invoices and reports (S-6, S-8, S-10, S-11, S-20) and deliver to INCOG accounting department.
5. Provide technical assistance to Title III projects. Conduct annual project financial assessments including specials reviews, as needed.
6. Enter AIM data (Information & Assistance, individual projects) including units of service; compile and submit quarterly S-56 expense reports for all projects.
7. Conduct research and prepare reports as requested by AAA staff.

Key Internal Contacts:

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| 1. INCOG Accounting Department | Reconciliation of accounts |
| 2. Director | Supervisor |
| 3. Planners | Project financial monitoring |
| 4. Receptionist | Paper Flow; Mail; Misc. calls |
| 5. INCOG Board Administrative Assist | Board items |
| 6. Ombudsmen | Staff support |

Key External Contacts:

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| 1. Project Staff | Technical assistance |
| 2. ASD Accounting Staff | Reports, contracts, project compliance |
| 3. Individual Clients | Back-up to all staff |
| 4. Project Auditors | Support documentation |

Mental Skills and Abilities:

1. Knowledge of generally accepted governmental accounting procedures and standard accounting procedures.
2. Familiarity with financial reporting systems.
3. Ability to perform data analyses, research, and report presentations.
4. Understanding of auditing standards, principles and practices.

Education Requirements:

An associate's degree in accounting, finance, business administration, or related field and four years experience is required, or an equivalent combination of education and experience.

Certifications/Licenses:

Class "D" Oklahoma driver's license required.

Special Position Dimensions:

Some job related travel is required. Ability to multi-task, meet deadlines, problem-solve, and interact with a variety of projects and individuals.

To apply, please submit your cover letter and resume to: INCOG Personnel Director, Two West 2nd Street, Suite 800, Tulsa, OK 74103-3123 or by email to: incog@incog.org