



FINANCIAL ACCOUNTANT

Area Agency on Aging Duties:

1. Reviewing and coding of invoices; preparation and submission of monthly state administrative and project reimbursement requests; monitor Older Americans Act (OAA) Title III administrative expenses, including timesheet review.
2. Development of OAA 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 Charity Foundation, OKDHS, and Ombudsmen programs; submit invoices and expense reports in appropriate format; monitor timely revenue collection.
4. Review and reconcile project invoices and OKDHS-CAP reports (S-6, S-8, S-10, S-11, S-20), deliver to INCOG accounting department, then submit on-line invoice to OKDHS-CAP.
5. Provide technical assistance and training to OAA Title III projects. Conduct annual project financial assessments including specials reviews, as needed.
6. Enter federally required data including units of service; compile and submit monthly S-56 expense reports for all OAA projects.

Human Resource Duties:

1. Create and maintain electronic and paper files of all employee records
2. Create and maintain digital records of employee benefits, Personnel Action Forms, Annual Reviews, and all required employee documentation
3. Print and review all required documents for new employees – then, scan documents, hyper link to digital employee records, and send to Human Resources at the City of Tulsa
4. Handle new employee orientation

Payroll Duties:

1. Create and maintain Unemployment Report
 - a) Input City of Tulsa payroll data into Unemployment Report - reconcile errors
2. Prepare Personnel Action Forms for employee raises, terminations, etc. and send approved forms to the appropriate department (Human Resources or Payroll Department) at the City of Tulsa
3. Maintain data concerning transfer of employees between departments

PREPAID ACCOUNTS

1. Enter information from the Front Desk into Prepaid Account Spreadsheet
2. Email Prepaid Customers current information with reminders when they need to make a payment
3. Email Front Desk when a Prepaid Account is out of funds
4. Create Journal Vouchers to keep accounts in balance when they are used or have deposits

INCOG/TMAPC REPORT

1. Prepare weekly INCOG and TMAPC Depository Report – Mon. a.m. and email to Vicki

E911 – ACCOUNTS RECEIVABLE

1. Create monthly jurisdiction invoices and email them to customers
 - a) Hyper link them to the Contract Status Report
2. Recognize monies when received and record in proper accounts
 - a) Apply payments to invoices
 - b) Create Journal Vouchers for all other deposits
3. Print Aged Accounts Receivable Report
 - a) Send copy to E-911 Coordinator
 - b) Send second requests for payment to customers 30 days past due

Accounts Receivable:

1. Reconcile main INCOG bank statement
2. Check bank account daily for passthru funds. Provide fund documentation to Accounts Payable Senior Financial Officer
3. Send out monthly GLs to program managers
4. Position will be fully trained to backup all functions of the Accounts Receivable Senior Financial Officer.

Accounts Payable:

1. Backup Accounts Payable Senior Financial Officer in answering billing related questions from program managers
2. Position will be fully trained to backup all functions of the Accounts Payable Senior Financial Officer.

Misc.

1. Maintain spreadsheet detailing licensed software.

INCOG offers a comprehensive benefits package. To apply, send resume and salary expectation to: incog@incog.org