
Chief Financial Officer and Manager of Administrative Services

INCOG, the principal regional planning organization for the Tulsa metropolitan area, has an immediate opening for a Chief Financial Officer and Manager of Administrative Services. Duties include management of INCOG's accounting and financial management system consistent with accepted accounting standards, state and federal laws and regulations; preparation of annual agency budget, revenue and expense analysis and forecasts; planning, directing and coordinating agency purchasing activities; supervision of financial management/administrative services staff. INCOG is subject to A-133 audit requirements.

A bachelor's degree in accounting and 6 years of experience in public accounting or an equivalent combination of training and experience required. CPA required. Previous supervisory experience, excellent verbal and written communication skills and an ability to work effectively in diverse program environments are required. Must be proficient with Microsoft Office 2007. Extensive working knowledge of Solomon accounting system required.

INCOG offers a comprehensive benefits package including retirement, medical, vision, dental, and deferred compensation plans. Annual starting salary of \$80,000. Specific compensation based on candidate's qualifications and experience.

Please submit a cover letter and resume to: INCOG Executive Director, 2 West 2nd Street, Suite 800, Tulsa, OK, 74103, or to: rphillips@incog.org.