**OUHSC - FINANCIAL REPORTING MANAGER**

**Organization**: Administration and Finance

**Job Location**:  Oklahoma-Oklahoma City-Health Sciences Center

**Schedule**:  Full-time

**Work Schedule:**  Monday - Friday 8am - 5pm

**Salary Range:**  up to $79,550 annually based on experience

**Benefits Provided:**  Yes

**Required Attachments:**  Resume, Cover Letter, Academic Transcripts

**POSITION INFORMATION**: This position is responsible for managing the financial reporting department with a variety of accounting tasks, including the preparation of the University audited financial statements. This position requires knowledge and training in the application of generally accepted accounting principles and GASB pronouncements. A high degree of accounting skill, organization, flexibility, multi-tasking, and professionalism will be the qualities desirable for this important role.

**REPRESENTATIVE DUTIES:**

1. Manages the preparation of the University audited financial statements, which includes notes to the financials. Prepares journal entries and supporting schedules associated with the annual external audit.
2. Assists in the development and maintenance of University lease accounting procedures and software.
3. Manages the accounting and reporting for endowed chairs.
4. Manages the preparation of multiple financial reports, related financial surveys and management reports.
5. Oversees the database of petty cash/change funds and completes reconciliations of funds.
6. Uses analytical skills to regularly review transactions and account balances for inconsistencies or potential issues.
7. Performs other duties as assigned/required to ensure the overall successful operation of the department.

**JOB REQUIREMENTS:**

**Education:** Bachelor’s degree in Accounting with 30 hours of college level accounting.

**Experience:** 60 months experience in financial reporting, financial analysis, or in a related field.

**Skills:**

● Knowledge of Microsoft Outlook, Word, and Excel

 ● Working knowledge of GAAP

● Ability to solve accounting and related financial problems

● Ability to set priorities and meet deadlines

● Ability to work both independently and on a team

● Excellent organizational, problem-solving, and communication skills

**Preferences:**

● Certified Public Accountant (CPA)

● Knowledge of governmental accounting and GASB pronouncements

● PeopleSoft Experience

Hiring contingent upon Background Check

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