



Job Title: Accounting Coordinator

Communities Foundation of Oklahoma (CFO)

Oklahoma City, Oklahoma

The Communities Foundation of Oklahoma (CFO) is a statewide nonprofit organization dedicated to strengthening philanthropy, supporting communities and helping charitable resources create meaningful impact across Oklahoma.

We are seeking an Accounting Coordinator to support day-to-day accounting operations and help maintain the financial integrity of a growing, mission-driven organization. This role is ideal for someone who is organized, collaborative, detail-oriented and interested in growing professionally within nonprofit finance and operations.

The Accounting Coordinator will work closely with leadership and staff across the organization to support accurate financial records, strong operational processes and reliable financial reporting.

Position Summary

The Accounting Coordinator supports daily accounting operations, including reconciliations, transaction processing, reporting support and audit preparation. This role also assists with operational coordination, process improvement and maintaining accurate financial records across the organization.

This position is well-suited for someone who values accuracy, teamwork, operational reliability and continuous learning.



Key Responsibilities

Accounting Operations

- Maintain accurate financial records and transaction entries
- Assist with reconciliations and month-end close activities
- Support processing related to grants, gifts and operating expenses
- Help ensure accounting records are organized and audit-ready

Audit & Compliance Support

- Assist with preparation for annual audits and financial reviews
- Maintain organized supporting documentation and schedules
- Support adherence to nonprofit accounting standards and internal controls

Organizational & Team Support

- Collaborate with staff across the organization to support accurate financial processing
- Respond to internal accounting-related questions and requests
- Help improve workflows, documentation and operational consistency

Systems & Process Improvement

- Support implementation of improved accounting procedures and documentation
- Identify opportunities to improve efficiency and reduce manual work
- Assist with ongoing operational modernization efforts

Qualifications

- Bachelor's degree required; accounting, finance or related field preferred
- Experience in accounting operations, reconciliations or financial support work
- Strong attention to detail and organizational skills
- Ability to manage multiple priorities and deadlines
- Clear written and verbal communication skills
- Proficiency with accounting software and Microsoft Office Suite
- Nonprofit or fund accounting experience preferred but not required



What We're Looking For

We are looking for someone who:

- approaches work with professionalism and accountability
- communicates clearly and respectfully
- values teamwork and operational reliability
- is curious and willing to learn
- enjoys helping create structure, clarity and consistency

Why Join CFO?

CFO is in an exciting period of organizational growth and development. This role offers the opportunity to:

- contribute to meaningful statewide philanthropic work
- strengthen operational systems and infrastructure
- grow professionally within nonprofit finance and operations
- work alongside a collaborative and mission-driven team

Compensation & Benefits

Salary range: \$45,000-\$60,000, depending on experience and qualifications.

CFO offers a competitive benefits package, including paid time off, holidays, 401K plan (traditional and Roth) with employer match, Blue Cross Blue Shield health plan, and professional development opportunities.

How to Apply

Please submit a resume and brief cover letter describing your interest and relevant experience to hr@cfok.org with Accounting Coordinator in the subject line.

Applications will be reviewed on a rolling basis until the position is filled.