

Updated: 4/30/26

Ronald McDonald House Charities of Oklahoma City, Inc.

Job Description

Senior Accountant (Part-Time)

Organization Overview: Since 1984, Ronald McDonald House Charities Oklahoma City (RMHC-OKC) has provided a home away from home to families with children who are ill or injured. We provide essential services that remove barriers, strengthen families, and promote healthcare when children need healing.

We currently offer 40 overnight guest rooms, as well as a daytime respite room and essential resources for families whose children are receiving care at Oklahoma Children's Hospital. A new 28-guest room facility will open in 2026 to serve families at three additional partner hospitals.

Position Summary: The Senior Accountant, reporting to the President and Chief Executive Officer, oversees the organization's accounting and finance functions to ensure accuracy, compliance, and long-term financial health. This role is responsible for maintaining effective internal controls; managing core financial operations including general ledger, cash flow, payroll, accounts payable and receivable; and leading monthly and year-end close processes in accordance with nonprofit accounting standards.

The Senior Accountant supports organizational planning through budgeting, financial analysis, and clear communication of financial information to leadership and the Board of Directors.

This part-time role offers meaningful scheduling flexibility while maintaining a shared commitment to organizational priorities, collaboration, and high-impact financial stewardship in support of RMHC-OKC's mission.

Key Responsibilities

Financial Operations & Internal Controls

- Develop and maintain accounting procedures, internal controls, and fiscal policies to ensure compliance, accuracy, and organizational financial health.

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- Oversee record management, retention, and financial database integrity.
- Ensure compliance with GAAP, nonprofit accounting standards, and all federal, state, and local reporting requirements.

General Accounting & Financial Reporting

- Manage all general ledger activities, including journal entries, monthly accruals, and reconciliation of balance sheet accounts.
- Lead monthly and year-end close processes; prepare timely financial statements and internal management reports.
- Perform bank reconciliations, cash receipts processing (including donor-restricted gifts), and maintenance of accounting files.
- Prepare financial reports and analyses for senior leadership, the Board of Directors, and RMHC Global.

Accounts Payable, Accounts Receivable & Payroll

- Oversee accounts payable, including invoice processing, coding, payments, vendor documentation, and issuance of 1099s.
- Manage accounts receivable, contract billing, and collections.
- Coordinate bi-weekly payroll with the external payroll vendor, including timesheet review, reconciliations, tax filings, and employee support.

Cash Flow, Budgeting & Financial Analysis

- Monitor and manage cash flow projections and analysis.
- Partner with the President/CEO on development of annual and multi-year budgets aligned with the organization's strategic plan.
- Lead monthly variance analyses and provide financial insights related to revenue, expenses, and organizational performance.

Audit, Compliance & Risk Management

- Lead the annual audit and IRS Form 990 preparation, including schedules, documentation, and auditor communications.
- Ensure compliance with 501(c)(3) reporting and filing requirements.
- Support insurance administration, annual policy review, and organizational risk mitigation efforts.

Banking, Investments & Grants

- Serve as liaison with banking partners and support negotiations related to services, fees, and terms.

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- Prepare investment account reconciliations and analyses.
- Provide financial information for grant applications and ensure compliance with active grant requirements.

Organizational Support & Special Projects

- Support select office management functions, including pre-hire and volunteer clearances and benefits administration.
 - Maintain official corporate records and documents.
 - Provide financial oversight for fundraising events.
 - Prepare Board and committee materials and utilize dashboards or data visualization tools to support decision-making.
 - Elevate issues impacting compliance, safety, or organizational performance and champion transparency.
 - Perform special projects as assigned.
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Qualifications

Education & Experience

- Bachelor's degree in Accounting or Finance required; CPA or MBA preferred.
- Minimum of two years of experience in accrual-based accounting, general ledger management, and financial reporting; three to five years of progressively responsible experience preferred.
- Nonprofit accounting experience strongly preferred.
- Proficiency with Microsoft Excel, Word, and financial accounting software (QuickBooks highly preferred).

Skills & Competencies

- Strong knowledge of GAAP, FASB standards, IRC regulations, accrual accounting, auditing, fixed asset accounting, and tax filing requirements.
 - Knowledge of grant compliance, restrictions, and reimbursement requirements.
 - Ability to improve accounting workflows and systems.
 - Excellent organizational, analytical, reconciliation, and time-management skills.
 - Strong communication and interpersonal skills with the ability to collaborate effectively with staff, volunteers, and external partners.
 - High level of professionalism, confidentiality, independent judgment, and attention to detail.
 - CNAP certification a plus.
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Working Conditions

- **Environment:** Primarily professional office environment with occasional local travel to program locations and events.
 - **Physical Demands:** May involve occasional activities such as event setup or site visits, requiring the ability to lift up to 30 pounds and climb stairs.
 - **Schedule:** Part-time position (25–30 hours per week). Schedule can be collaboratively determined to meet organizational needs; occasional evenings or weekends may be required to support fundraising events.
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Employment Status

- Part-time position (25-30 hours per week); salary commensurate with experience.
 - Office hours are 8:00 a.m. – 5:00 p.m., Monday – Friday; part time schedule can be collaboratively determined based on organizational needs.
 - Occasional evens or weekends my be required to support fundraising events.
 - Eligibility for 401(k) plan per organizational policy.
 - Reports to the President and CEO
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Application Process

This job description is for informational purposes only, and additional duties consistent with the role may be assigned. Interested candidates meeting the minimum qualifications should submit a résumé to careers@rmhcokc.org, with “**Senior Accountant**” listed in the subject line.