

**Oklahoma Farm Bureau & Affiliated Companies  
Job Description**

<b>Job Title:</b> Federation Finance Assistant		<b>Department:</b> Farm Bureau Administration	
<b>Accountable to:</b> Executive Director		<b>Issued:</b>	<b>Revised:</b> 01/08/2024
<b>WC Code:</b>	<b>Type of position:</b> <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Intern <input type="checkbox"/> Seasonal	<b>FLSA:</b> <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt	<b>Position Details:</b> <input checked="" type="checkbox"/> Individual Contributor <input type="checkbox"/> Supervisor/Manager (direct reports)

**Primary Purpose:** Aid, compiles data, and performs administrative tasks to the Executive Director.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

1. Greets schedule visitors and conducts to appropriate area or person.
2. Prepares outgoing mail and correspondence, including email and faxes.
3. Balance ledger accounts. Research balance errors and post adjusting entries for corrections.
4. Aids the Executive Director and provides administrative support to the federation staff.
5. Prepare weekly accounting reports by verifying and posting details of business transactions, such as funds received and disbursed, and distribute to various personnel.
6. Enter "general journal" entries and "other income" documents into accounting system.
7. Reconcile OFB postage, workers comp, and other accounts as needed.
8. Oversee county records.
9. Breakdown, sort, distribute, and maintain monthly financial statement and budget reports.
10. Answers and screens incoming calls and correspondence and responds independently when possible; arranges conference calls.
11. Make daily and monthly internet bank account transfers for account deposit and post necessary journal entries.
12. Maintains inventory and orders office supplies as needed.
13. Coordinates and arranges meetings, prepares agendas, and reserves and prepares facilities.
14. Workers are expected to maintain regular attendance.
15. Enters invoices for payment in a timely manner.
16. Perform any other duties requested by management or as needed.

**Competencies**

**To perform the job successfully, an individual should demonstrate the following competencies:**

1. Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance. Directs to appropriated members of department staff.
2. Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control.
3. Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

4. Business Acumen - Understands business implications of decisions.
5. Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
6. Diversity - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.
7. Ethics - Treats people with respect; Works with integrity and ethically; Upholds organizational values.
8. Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time.
9. Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Includes appropriate people in decision-making process.
10. Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently.
11. Professionalism - Approaches others in a tactful manner; Treats others with respect and consideration regardless of their status or position.
12. Adaptability - Adapts to changes in the work environment; Able to deal with frequent change, delays, or unexpected events.
13. Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent.
14. Initiative – Volunteers readily; Seeks increased responsibilities.
15. Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
16. Quality – Demonstrates accuracy and thoroughness; Monitors own work to ensure quality.
17. Quantity - Meets productivity standards; Completes work in timely manner.
18. Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to long hours of work when necessary to reach goals.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### ***Education and/or Experience***

Bachelor of Science or other 4 year degree; or 1+ years' experience; or equivalent combination of education and experience. Bookkeeping and balancing preferred.

- **Language Skills**
  - Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- **Mathematical Skills**
  - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- **Reasoning Ability**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Computer Skills**
  - Knowledge of personal computers and software is required. 10 Key skills may be necessary.

### ***Other Skills & Knowledge***

- Excellent oral and written communication, including presentation skills
- PC literate, including Microsoft Office products
- Analytical and interpretive skills
- Strong finance experience
- Strong organizational skills
- Excellent interpersonal skills
- Proficient in QuickBooks, & other accounting and bookkeeping software
- Ability to work in a team environment
- Ability to handle conflict and confront challenging issues in a fast work environment
- Ability to meet or exceed Performance Competencies

### ***Physical Demands***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

### ***Work Environment***

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This is not a remote position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will work in an office environment. The noise level in the work environment varies from quiet to moderate.

***Mental:*** Clear and conceptual thinking ability; excellent judgment, troubleshooting, problem solving, analysis, and discretion; ability to handle work-related stress; ability to handle multiple priorities simultaneously; and ability to meet deadlines

***Physical:*** While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel, such as keyboarding and writing. The employee frequently is required to reach with hands and arms and talk and hear. The employee is frequently required to stand and walk. Must have visual acuity to read and draft reports, memos, letters, etc. Specific vision abilities required by this job include vision adequate for the incumbent to perform the responsibilities and functions of the job efficiently. Must be able to speak and communicate clearly. The noise level in the work environment is usually moderate.

