

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

Job Title: Accountant		Department: Accounting	
Accountable to: Accounting Manager		Issued:	Revised: 06/26
WC Code: 8810	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Intern <input type="checkbox"/> Seasonal	FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	Position Details: <input checked="" type="checkbox"/> Individual Contributor <input type="checkbox"/> Supervisor/Manager (direct reports)

Primary Purpose: Applies principles of accounting to analyze financial information and prepare financial reports by performing the following duties.

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

1. Reconciles various company bank accounts.
2. Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
3. Compiles and verifies financial information to prepare entries to accounts, such as general ledger accounts, documenting business transactions.
4. Assist in the preparation of various monthly, quarterly, and annual financial statements.
5. Develop various accruals and adjusting entries for monthly and quarterly financial statements.
6. Reviews, investigates, and corrects errors and inconsistencies in financial entries, documents, and reports.
7. Prepares and maintains various base schedules relating to Premium, Losses, and Claim reserves.
8. Prepares various invoices and worksheets and submits check request.
9. Assist with preparation and verification of annual audit confirmations.

Competencies

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

1. Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data.
2. Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully.
3. Interpersonal Skills - Maintains confidentiality; Keeps emotions under control.
4. Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills.
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. Business Acumen - Understands business implications of decisions.
7. Diversity - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.
8. Ethics - Treats people with respect; Works with integrity and ethically; Upholds organizational values.
9. Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.
10. Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgment.
11. Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently.

12. Professionalism - Approaches others in a tactful manner; Treats others with respect and consideration regardless of their status or position.
13. Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Monitors own work to ensure quality.
14. Adaptability - Adapts to changes in the work environment; Able to deal with frequent changes, delays, or unexpected events.
15. Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent.
16. 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's degree (B. A.) from four-year college or university in accounting or other business field.

Skills and Knowledge

- **Language Skills**
 - Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- **Mathematical Skills**
 - Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- **Reasoning Ability**
 - Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **Computer Skills**
 - To perform this job successfully, an individual should have extensive knowledge of computers and computer systems including hardware and software.
- **Other Qualifications**
 - Knowledge of economic and accounting principles, practices and the analysis and reporting of financial data.

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 and talk or hear. The employee is frequently required to stand; walk and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl.

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 worker is regularly in a typical office environment and is not subject to adverse environmental conditions. The noise level in the work environment is usually moderate.