

Downtown Oklahoma City Partnership
JOB OPPORTUNITY



DESCRIPTION

JOB TITLE: Finance Manager

IMMEDIATE SUPERVISOR: Phi Nguyen, Chief Operating Officer

DEPARTMENT: Finance & Administration

START DATE: August- September 2022 (flexible)

COMPENSATION: \$50,000 to \$58,000; 100% covered health and dental insurance plus short-term/long-term disability, 401K match (up to 4%), 20 days paid time off, 8 paid holidays, wellness reimbursement program, parking stipend

STATUS: Full Time, Exempt

ABOUT DOWNTOWN OKC PARTNERSHIP

Downtown Oklahoma City Partnership (DOKC) is a 501(c)(6) non-profit urban place management organization responsible for marketing, maintaining, and managing the greater downtown Oklahoma City area. DOKC is contracted by the City of Oklahoma City to oversee the Downtown Business Improvement District (BID) an assessment area supported by downtown property owners. DOKC also creates and funds public art and activation projects through its 501(c)(3) Downtown Oklahoma City Initiatives.

At DOKC, we believe in the importance of a healthy and vibrant downtown, as its success impacts our entire community. Downtown Oklahoma City Partnership's mission is to create and champion a vibrant and diverse downtown through placemaking, advocacy, and promotion. For more information about DOKC, please visit downtownokc.com.

JOB SUMMARY

The Finance Manager oversees and manages accounting data, financial reporting, and annual budgets of DOKC and its related entities. The Finance Manager will support the Chief Operating Officer in managing the Downtown Business Improvement District contract, the overall financial health and recordkeeping of the downtown entities, and administration responsibilities related to the DOKC and the BID.

RESPONSIBILITIES & EXPECTATIONS

Financial Accounting

Responsible for financial bookkeeping (including A/R, A/P, journal entries, asset depreciation, cash-flow, bank statements) of downtown entities including but not limited to: DOKC, BID, Initiatives, Automobile Alley, Bricktown, Midtown, West Village

Monitor, estimate and project cash flow/operational needs

Act as banking liaison and accounts manager for checking accounts and loan documents, if applicable

Prepare financial statements for all entities' boards (DOKC, BID, Initiatives) and sub-district boards but not limited to, Automobile Alley, Bricktown, Midtown, West Village

Oversee the consolidated financial statement audit for DOKC and BID by assisting third-party auditor

Oversee tax reporting and forms as required (annual returns and 1099s) by assisting third-party accountants

Contract Management

Assist the Chief Operating Officer with management of annual BID and General Fund contracts with the City of Oklahoma City and other vendors
Assist the Chief Operating Officer with annual preparation of the property owner assessment roll and budgets for each service zone of the Downtown Business Improvement District (BID)

Administrative

Assist Executive Advisory team with administration of various board of directors including facilitating board meetings including but not limited to meeting spaces, board packets, attendance, meeting notices, and minutes
Manage payment tracking and acknowledgement letters for events and other programming
Maintain policies and procedures for DOKC and draft/revise, as needed
Secure and maintain appropriate levels of insurance including General Liability, Officers and Directors, Event policies, Umbrella coverage, etc.
Maintain certificates of insurance on all on-site vendors

SKILLS & QUALIFICATIONS

Bachelor's degree in business administration, finance, accounting, or related field
2+ years of finance, accounting, or similar role
Possess expert-level computer knowledge and ability to master the online programs and software required of this position, notably Microsoft Office Suite and Quickbooks
Project a positive constituent-focused attitude inside and outside of the office
Demonstrate the ability to work independently
Demonstrate the ability to work effectively on a team and with a wide variety of people
Ability to organize, lead and implement multiple projects simultaneously
Ability to manage tasks to completion, asking for help when needed
Passion for downtown Oklahoma City

WORKING CONDITIONS

Must be able to work flexible hours, including occasional nights, weekends, and holidays
Primarily work at a desk with minimal physical work
Frequent hand/eye coordination to operate personal computer and office equipment
Strength enough to lift, carry, push, pull or move objects weighing up to 30 pounds

HOW TO APPLY

To apply, email cover letter and resume to [Kristen Vails](#) with the subject line: Finance Manager

DEADLINE TO APPLY AUGUST 10, 2022 (extended)

We encourage you to apply regardless of meeting all qualifications and/or requirements.

Downtown OKC Partnership is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

COVID-19 CONSIDERATIONS

Downtown OKC Partnership employees are fully vaccinated (including booster when eligible). We require all applicants to submit official COVID-19 vaccine documentation.