

# OKLAHOMA BAPTIST UNIVERSITY

## POSITION DESCRIPTION

**Title:** Athletic Accounting Coordinator

**Department:** Business Office

Kyle Rudek  
Prepared by

8/16/17  
Date

\_\_\_\_\_  
Approved by

\_\_\_\_\_  
Date

### Supervision Received:

Accounting Manager

### Supervision Given:

None

### OBU Mission Statement

OBU transforms lives by equipping students to pursue academic excellence, integrate faith with all areas of knowledge, engage a diverse world, and live worthy of the high calling of God in Christ.

### Expectations for all Employees

Oklahoma Baptist University achieves its mission through a shared commitment to the following expectations. All employees are expected to embrace these expectations and to model them in their behavior.

- *Commitment to the essentials of the Christian faith.*
- *People are treated with dignity and respect.*
- *Relationships are built on honesty, integrity, and trust.*
- *Excellence is achieved through teamwork, leadership, and a strong work ethic.*
- *Efficiency is achieved through wise management of human and financial resources.*

### Purpose:

- To assist with the coordination of the accounting function related to athletic programs as well as assist in the accounts payable function in the Business Office.

### Essential Functions:

- Assist in the daily processing of accounts payable transactions.
- Function as backup for Accounts Payable Coordinator.
- Assist athletic administrators/coaches with coordination of travel arrangements and athletic purchases and ensuring appropriate purchase orders are completed.
- Track vendor invoices, match with appropriate purchase orders and submit to Athletic Director for approval.
- Track and resolve outstanding purchase orders.
- Assist athletic administrators/coaches with preparation of travel advances and expense reports ensuring required documentation is included.
- Assist athletic administrators/coaches with preparation of monthly purchasing card statements for processing.
- Ensure that University travel and purchasing policies are followed.
- Report transactions that appear to violate University policies.
- Assist University personnel and vendors with questions regarding disbursements.
- Track budget disbursements for athletic budgets and maintain appropriate files.

New _____	Revision _____	FLSA _____	HR Office Only IPEDS _____	Sal/Grd Assignment _____
PRN(s) _____				

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- Obtain W-9 information for new vendors.
- Other duties as assigned by the Accounting Manager or Athletic Director.

### Qualifications:

#### Knowledge, Skills and Abilities:

Knowledge of methods and procedures pertaining to purchase orders, accounts payable, and expense reports. Ability is required to establish and maintain effective working relationships with others; to express ideas clearly and concisely; to exercise good judgment in analyzing situations and making decisions; handle stress with a courteous and pleasant attitude; and to interpret and apply University policies and guidelines. Strong analytical skills.

#### Education:

- **Preferred:** Completion of Business/Accounting related courses; Bachelor's degree in Business field.
- **Required:** High School Diploma.

#### Experience:

- **Preferred:** Experience in a purchasing/accounts payable/accounting position.
- **Required:** Experience with Microsoft Excel

#### Equipment:

- Personal computer, electronic calculator, copier, fax

#### Other:

- Ability to operate general office equipment in the office (i.e. fax, copier, electronic calculator, telephone, personal computer, and other office machines); Ability to remain seated for extended periods of time.
- Must be an active member of a local evangelical church.

**Complete this section after reviewing the description with the employee.**

*OBU requires that supervisors review the job description with the position incumbent during the New Employee orientation and the annual performance evaluation.*

The job description was reviewed during  New Employee Orientation or  Performance Evaluation\*.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

*\* If the job description needs to be revised, attach changes to the performance evaluation and submit to the Human Resources Office.*