

NOTICE OF VACANCY

POSITION TITLE: Administrative Assistant – USAO Foundation

SALARY: \$35,000.00

REPORTS TO: Director of Operations

BENEFITS: Institutional fringe package includes pension plans, life, health, dental and vision insurance

POSITION DETAILS: Full-time; FLSA Non-Exempt

HOURS: Monday-Friday; 8:00AM to 5:00PM

START DATE: Negotiable

SUPERVISORY DUTIES: Management of Foundation Office

ABOUT USAO: The University of Science and Arts of Oklahoma (USAO) is a public liberal arts college located in Chickasha, Oklahoma, about 40 minutes from Oklahoma City, and is a member of the Council of Public Liberal Arts Colleges (COPLAC). It is charged by the Oklahoma State Regents for Higher Education “to provide an outstanding general education program for the State of Oklahoma with strong offerings in the liberal arts and sciences. The experience will feature interdisciplinary team-teaching and will extend throughout the undergraduate experience.” To support this charge USAO is directed “to assemble a faculty whose interests, knowledge, and experiences transcend their specialized fields of graduate study and who are dedicated to liberal arts education.” For more information about USAO, see www.usao.edu.

POSITION SUMMARY:

The University of Science & Arts of Oklahoma Foundation seeks a highly organized and detail-oriented administrative and financial professional to support both daily operations and core financial functions of the Foundation. This role blends administrative support with substantial responsibilities in nonprofit accounting, gift and donor record management, fund and endowment tracking, reconciliation, reporting, and compliance. The Administrative Assistant ensures accurate financial and donor reporting, maintains strong internal controls, supports investment and budget oversight, and plays a key role in the integrity and efficiency of Foundation operations.

RESPONSIBILITIES:

- **Foundation Accounting & Finance**
 - Maintain the Foundation's general ledger, including monthly journal entries and reconciliations.
 - Manage fund accounting in alignment with nonprofit and foundation standards.
 - Reconcile bank accounts monthly and monitor cash flow across operating, restricted, and investment accounts.
 - Process accounts payable, including vendor invoices, expense coding, reimbursements, and approvals.
 - Manage accounts receivable, including pledges, grants, reimbursements, and university passthroughs.
- **Gift & Donor Processing**
 - Process all incoming gifts and donations with accuracy, including data entry and documentation.
 - Generate and send donor acknowledgments and tax receipts in a timely manner.
 - Maintain and update donor and alumni records within the constituent database.
 - Retrieve constituent information and run reports to support fundraising, stewardship, and engagement activities.
 - Ensure accuracy and confidentiality of donor and financial records.
- **Administrative & Office Management**
 - Manage the daily operations of the Foundation Office.
 - Perform general administrative duties, including answering phones, managing emails, scheduling meetings, and maintaining office supplies.
 - Assist in preparing materials for board meetings, donor events, and Foundation programs.
 - Support the planning and execution of Foundation-related events and special projects.
- **Additional Responsibilities**
 - Perform other duties as assigned by the Director of Operations.

QUALIFICATIONS, EDUCATION & EXPERIENCE:

- Five years of office management, administrative assistance or executive secretarial work experience required.
- Five to ten years' experience in administrative support, data entry or nonprofit fundraising is required.
- High school diploma or equivalent required; associate or bachelor's degree preferred.
- Prior experience in administrative support, data entry, or nonprofit/fundraising operations is a plus.
- Strong attention to detail and accuracy in handling data and financial transactions.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and experience with database management (knowledge of fundraising or CRM software preferred).
- Excellent written and verbal communication skills.
- Ability to prioritize tasks, manage deadlines, and work independently in a fast-paced environment.
- Commitment to professionalism, confidentiality, and excellent

TO APPLY:

Complete the USAO application at (<https://usao.edu/about/personnel.html>). Upon completing the USAO application, please attach a letter of interest, detailed resume, 3 professional/academic references, and any necessary transcripts to hr@usao.edu.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

This institution, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.