



Houston Area Women's Center

Senior Accountant

Department: Accounting

Job Status: Full-Time

FLSA Status: Exempt

Reports To: Chief Financial Officer

Work Schedule: Mondays-Fridays

POSITION SUMMARY

Assumes responsibility of general ledger accountability and financial reporting by analyzing, verifying and entering transactions in order to complete monthly closing procedures and prepare financial statements.

DUTIES AND RESPONSIBILITIES

- Responsible for timely reconciliation of bank statements and analysis of general ledger accounts on a monthly basis.
- Import and review fundraising gifts and reconcile to Development database on a monthly basis.
- Manage fixed asset accounting, including monthly entries, appropriate spreadsheets and original documentation.
- Assists in preparation and distribution of monthly management report and accompanying schedules, worksheets and narratives, including "Budget vs. Actual" variance reports. Assist in providing follow-up and documentation of significant variances.
- Assist in maintaining accounting system and its financial reporting performance, including report writer functions.
- Initiate, enter, review and post journal entries including reviewing and posting entries made by other department staff.
- Assist as required with budget preparation and input into accounting system.
- Document policies, procedures and workflow for assigned areas of responsibility.
- Develop and document business processes and accounting policies to maintain and strengthen internal controls.
- Assist with annual external audit.
- Monitor positive pay exceptions.
- Cross train on accounts payable, accounts receivable and payroll and be able to execute these functions in the absence of staff.
- Assist CFO with banking management.

POSITION QUALIFICATIONS

SKILLS & ABILITIES

Education: Bachelor's Degree in Accounting, Business Administration or related field OR 5 years accounting experience.

Experience: Minimum of 3 years of experience in preparing financial statements and reconciling complex bank statements.

Computer Skills: Experience in the use of the Abila (Sage) MIP accounting system is preferred. Demonstrated expertise in Microsoft Office, specifically in Excel, Word and Outlook.

Certificates & Licenses: None required at the time of hire.

Competencies

- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Business Acumen - Ability to grasp and understand business concepts and issues.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Project Management - Ability to organize and direct a project to completion.
- Ethical - Ability to demonstrate conforming to a set of values and accepted standards.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Relationship Building - Ability to effectively build relationships with customers and co-workers.
- Reliability - The trait of being dependable and trustworthy.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Flexibility in schedule is needed for staff coverage, client issues, trainings, etc.
- Understanding of issues related to residential programs and sensitivity to cultural diversity.
- Ability to maintain confidentiality of information Critical thinking skills are also needed to perform duties.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.

Other Requirements:

- 1) Understanding and sensitivity toward the issues of domestic violence, sexual assault and the purpose and philosophy of the Houston Area Women's Center.
- 2) Must complete Houston Area Women's center's crisis intervention training.
- 3) Ability to act and operate independently with minimal daily direction.

PHYSICAL DEMANDS

- 1) Ability to sit for extended periods of time is required. Employee may also need to need to squat or bend, reach outward or upward to effectively discharge job duties.
- 2) Job incumbent must be able to lift/carry and/or push/pull up to 20 lbs.

WORK ENVIRONMENT:

MISSION OF THE HOUSTON AREA WOMEN'S CENTER: The Houston Area Women's Center helps individuals affected by domestic and sexual violence in their efforts to move their lives forward. We provide shelter, counseling and advocacy to support them in building lives free from the effects of violence. We seek social change to end domestic and sexual violence through community awareness and education. Our services are confidential and available to everyone.

The primary work location for the incumbent in this position is at the agency's administration location.

ESSENTIAL FUNCTION STATEMENT:

The Houston Area Women’s Center has reviewed this job description to ensure that essential functions are included with the duties and responsibilities. To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

REVIEW:

This job description is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the agency reserves the right to change this job description and/or assign tasks for the employee to perform, as the agency may deem appropriate.

Employee Signature: _____ Date: _____

May, 2017