



ECHO Senior Accountant

Job Title: Senior Accountant

Reports to: Director of Finance & Grant Management

Starting Range: \$65,000 - \$80,000

Date Released: April 5, 2022

Description of Work

The Senior Accountant position consist of professional accounting work with the responsibility of accounting and/or budgeting which applies knowledge of the theory and practice of recording, classifying, examining, analyzing data and records of financial transactions. Work requires knowledge of the theories, principles, practices, and terminology of accountancy.

Position Summary

This position will be responsible for the revenue accounting cycle and month end close, will share the responsibility for financial and grant management, annual audits and may perform other accounting and administrative functions.

Essential Functions

- Month-end close process, including, but not limited to journal entries, bank reconciliation and grant invoices to ensure timely and accurate reporting of monthly financial statements.
- Assist cost allocation, quarterly reporting, grants management, tracking support, & assist Finance Director with budget preparation.
- Prepare payroll and benefit allocations
- Prepare prepaid and deferred revenue allocations
- Record cash receipts
- Prepare and record accounts receivable entries
- Support annual budget process
- Prepare grant expenditures reports
- Reconcile accounts
- Assist with preparing audit schedules for financial audit and management reports as needed
- Support monitoring and collecting of past due accounts receivable
- Assist with the monthly and yearly closeout process, annual audits, financial and management reporting requirements for all grants across departments.
- Maintain grant files updated with budgets, revisions, amendments, grant contracts and agreements.
- Assist in annual insurance, lease, and benefits policy renewals as needed.
- Act as backup for Accounting Specialist when needed
- Maintain grant files updated with budgets, revisions, amendments, grant contracts and agreements.
- Other duties as assigned

Supervisory Responsibility

The position will have no supervisory responsibilities.

Work Environment

This job operates in a professional office environment. Employees are required to use their personal cell phones for business purposes.

Physical Demands

This is a largely sedentary role, however some filing and assistance with movement of furniture may occur. This would require the ability to lift files, file boxes, furniture, open filing cabinets and bending or standing on a stool as necessary. This role routinely uses standard office equipment such as computers, phones, and photocopiers.

Position Type and Expected Hours of Works

This is an exempt full-time position working 40 hours a week; typical workdays are Monday through Friday. Occasional evening and weekend work may be required as job duties demand.

Travel

No travel is expected for this position.

Required Education and Experience

- Bachelor's degree in accounting
- Minimum of four years of accounting experience
- Advanced proficiency in QuickBooks
- Intermediate proficiency in MS Office
- Advance proficiency in EXCEL and developing reports

Preferred Education and Experience

- Bachelor's Degree in Finance, Accounting, Business, or relevant field (with significant accounting course work)
- Non-profit accounting experience
- Government grants accounting experience
- Full-cycle accounting experience including month/year-end the books and financial statement preparation and analysis
- Experience with payroll and benefits management
- Proficiency in Adobe Pro DC

Additional Eligibility Qualifications

- Engages in ethical conduct
- Understands financial management
- Performs work in a thorough manner
- Ability to analyze, develop and implement solutions to problems
- Excellent interpersonal and communication skills
- Ability to work independently and collaboratively with all levels
- Detail-oriented with good organizational skills and the ability to set priorities to meet deadlines on schedule
- Experience managing grants with development programs, donor funds, and local & federal agencies

- Excellent writing skills and the ability to analyze extensive data and create written reports with accuracy and brevity

ECHO Core Mission Values: Ideal candidate will share ECHO’s core mission values that housing is a basic human right, that system collaboration is key to ending homelessness, and that all individuals and families deserve resources and opportunities to end their homelessness.

Equal Opportunity: ECHO does not discriminate against any employee or job applicant because of race, color, religion, national origin, sex, physical or mental disability, or age. Women, minorities, veterans, and people with lived experience of homelessness are encouraged to apply.

How to Apply:

This position is supervised by ECHO’s Finance Director and will be open until filled. Qualified candidates should send a cover letter and resume to Kisha C. Smith, ECHO’s Director of Finance & Grant Management at kishasmith@austinecho.org.

This job description has been approved by all levels of management:

Manager _____ Date: _____

HR _____ Date: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____