

# STAFF ACCOUNTANT (Part Time or Full Time)

HELPING HAND HOME FOR CHILDREN

3804 Avenue B Austin, TX 78751

## JOB DESCRIPTION

This position performs financial duties for the Home and the Foundation according to Generally Accepted Accounting Principles, follows policies and procedures as required by the DFPS contract, and policies and procedures required by the Board of Directors. Follows and complies with all IRS regulations related to 501c 3 corporations.

- \*Maintains accounts payable
- \*Maintains accounts receivables
- \*Processes daily check log and credit card donations
- \*Reconciles and balances petty cash boxes (Admin/Volunteer)
- \*Reconciles company credit card receipts
- \*Mails & files AP checks/invoices
- \*Maintains and reports training hours for Direct Care staff to Controller
- \*Supports Controller with the annual combined audit
- \*Supports Controller with other tasks as needed

### Accounts Payable

Maintains vendor data base, contacts vendors as needed, codes all invoices, data entry within Abila software and maintains company credit card charges. Prior to posting, a weekly AP batch report will be submitted to the Controller for approval. After invoices are approved and processed, checks will be mailed and filed.

### Accounts Receivable

Reviews monthly State and Medicaid revenue reports prepared by Client Records Manager for completeness and accuracy. Posts and maintains monthly individual payments received from DFPS provider statements, DSHS and other private placement agencies via Excel revenue reports.

### Check Logs and Credit Card Deposits

Imports daily deposits received from development department into Abila accounting database.

### Petty Cash

Monthly, reconciles petty cash boxes with petty cash managers. Reviews all reimbursement forms for receipts including description of expenditure and recipients name.

### Qualifications

- \*College Degree – preferably in accounting/finance
- \*1+ years of experience within a non-profit organization
- \*Knowledge of excel, word and accounting software

To apply : <https://oc.tc1.us/s/sSXbU>