

Staff Accountant

Job Posting

March 2019

The Hope and Healing Center & Institute (HHCI) at St. Martin's Episcopal Church in Houston, TX is currently seeking a full-time Staff Accountant. This role will support HHCI by maintaining its financial reporting requirements. The responsibilities of the Staff Accountant role are to assist in the efficient submission of grant proposals and donor acknowledgements to further promote the overall well-organized use of donor funding at HHCI as well as other basic accounting functions.

The individual who fills the role will be an integral part of the HHCI team providing support to critical decision makers for the direction of the institute. This position reports to the Chief Operating Officer at HHCI.

Tasks & Responsibilities

- Maintain and fulfill all standard month/quarter/year end closing procedures and budget processes
- Process invoices & assign proper accounting code & payment on a timely basis
- Keep track of all revenues & expenses & ensure proper posting to financial statement by reconciling on a monthly basis
- Responsible for F&A calculations, payroll entries, yearend cost accruals for GAAP, annual budget and breakout per month, monthly cash flow and projections
- Input all revenue into ACS People
- Work with the auditors annually during the audit process
- Work with the accountant in preparing the 990 Worksheet & other requirements needed in preparation of the annual tax return
- Special projects as requested by development staff, including financial reporting as requested by foundations, development overview/gift detail reports plus others

Qualifications

Bachelor's degree in finance or accounting (preferred), and 3-5 years' experience working for a nonprofit organization preferred. Ability to work independently and within a larger team as well as with the Comptroller of St. Martin's Episcopal Church.

Key competencies required for the position include:

- Excellent bookkeeping skills and ability to read and understand financial statements
- Excellent communication and strong data and analysis skills
- Ability to set goals & complete duties & assignments under deadline pressure
- Efficient, resourceful, detail oriented, strong proof-reading and time-management skills
- Preferred experience working with ACS, authorize.net, Smartsheet and Mail Chimp
- Proven ability to cultivate relationships with and advise stakeholders with disparate views, and with appropriate level of confidentiality when required
- Proactive, reliable, responsible and accurate with attention to detail
- Strong computer skills and proficient in the Microsoft Office Suite (Word, Excel, PowerPoint) with high proficiency in Excel

Resumes may be submitted by email to recruiter@stmartinsepiscopal.org