



Children's Bereavement Center OF SOUTH TEXAS

Job Title:	Accountant	Job Hours:	8:30 – 3:00 M-F, Flexible
Location:	205 Olmos Dr, SATX	FLSA Status:	Non-exempt
Pay Grade:	\$20-\$25/hr based on experience	Position Type:	Full-Time, 30 hours per week
Reports to:	Director of Finance & Administration	Date Posted:	November 22, 2022
Will Train Applicant(s):	Yes	Posting Expires:	December 15, 2022
External Posting URL:	www.cbcst.org . Email resume and cover letter to businessoffice@cbcst.org .		

Job Summary

Reporting to the Director of Finance and Administration, the Accounting Administrator will work on the day-to-day accounting needs of the organization. This includes, but is not limited to, managing accounting operations, month-end and year-end processes, accounts payable and receivable, grant reporting, general ledger, payroll allocation entry, budget variance analysis, bank reconciliations and fixed asset activity.

Job Description

ESSENTIAL FUNCTIONS/PERFORMANCE REQUIREMENTS:

JOB RESPONSIBILITIES

Payroll:

1. Enter data from PEO provided Payroll Allocation Report into QuickBooks for all employees on a biweekly basis.

Accounts Payable:

2. Prepare, sort and identify account codes for Accounts Payable Invoices. Obtain authorization for payment, as needed, and enter invoices for payment into the accounting software system (QuickBooks).
3. Coordinate with Assistant Operations Director to receive and maintain file documentation for all approved invoices and credit card charges. Ensure that proper authorizations are made on all purchases. Prepare all checks for vendor payments.

Accounts Receivable:

4. Input incoming donations into QuickBooks, working with the Development Department to code and class the donations correctly.
5. Make regular deposits via remote capture or at bank when necessary.
6. Process billing/invoicing with supporting documentation for all CBCST grants and contracts in accordance with contractual guidelines and policies.
7. Process payments from grants and contracts and processes them correctly in the accounting system.
8. Ensure monthly reconciliation of donations in QuickBooks with the donations recorded in Sales Force, the donor database.

Reporting:

9. Prepare financial reports for grant funders/reports.
10. Prepare financial reports for CBCST Foundation.
11. Work with audit firm staff and Director of Finance and Administration to support completion of annual audit and IRS Form 990.

Budgeting:

12. Support the Director of Finance and Administration in the development of annual operating and program budgets.
13. Prepare program/project budgets to support grant submittals.

Administration:

14. Maintain finance operations manual and ensure continuous updating and improvement of financial policies and procedures for Children's Bereavement Center.

Other duties as assigned by the Director of Finance and Administration.

B. QUALIFICATIONS AND EDUCATION REQUIREMENTS

1. Bachelor's degree in accounting or a related field; or four years of related experience; or an equivalent combination of education and experience.
2. Non-profit experience of 2-3 years minimum is required.
3. Unwavering commitment to provide outstanding customer service to employees of Children's Bereavement Center
4. Excellent interpersonal skills, ability to organize and manage a wide variety of tasks with accuracy and attention to deadlines
5. Intermediate computer skills to include Microsoft Office products and QuickBooks
6. Knowledge of office equipment to include phone, computer, fax, copier and scanner
7. Must have a clean criminal background check. No crimes against other persons or property.

The Children's Bereavement Center of South Texas and SWBC PEO provide Equal Employment Opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, genetic information, or status as a covered veteran in accordance with applicable federal, state and local laws.