


**Job Description | Updated: August 5th, 2019**

<b>Job Title:</b>	Accountant	<b>Job Category:</b>	Administration
<b>Department/Group:</b>	Administration	<b>Travel Required:</b>	Travel Required
<b>Location:</b>	San Antonio, Texas	<b>Position Type:</b>	Full-Time, Non-Exempt
<b>HR Contact:</b>	Penny Burgess	<b>Date Posted:</b>	August 5 <sup>th</sup> , 2019
<b>Will Train Applicant(s):</b>	Will Train Applicant(s)	<b>Posting Expires:</b>	August 23 <sup>rd</sup> , 2019
<b>External Posting URL:</b>	<a href="http://www.sarahhomeless.org">www.sarahhomeless.org</a>		
<b>Internal Posting URL:</b>	<a href="http://www.sarahhomeless.org">www.sarahhomeless.org</a>		
<b>Applications Accepted By:</b>			
<b>EMAIL:</b> <a href="mailto:Pennyburgess@SARAHhomeless.org">Pennyburgess@SARAHhomeless.org</a> Resume and Cover Letter Required		<b>MAIL:</b> Attn: Brenda Mascorro 4100 E. Piedras Dr. Suite 105 San Antonio, TX 78228	
<b>Job Description</b>			
<b>ESSENTIAL FUNCTIONS</b>			
<ul style="list-style-type: none"> <li>• Ensure that the company's daily accounting functions run accurately and effectively.</li> <li>• Responsible for transactional duties related to the processing of the biweekly payroll, including review of timesheets, preparation of hours for each employee and process of payroll vouchers for payments.</li> <li>• Build the consolidated annual budget workbook to include several sub budgets.</li> <li>• Conduct regular calls with the Board Treasurer and Executive Director to discuss monthly financials.</li> <li>• Prepare annual audit work papers for designated entities, prepare responses and provide further information to auditors.</li> <li>• Communicate with vendors and staff to obtain information and documents needed to process invoices for payment.</li> <li>• Monitor multiple funding streams and conduct regular draws in the HUD eLOCCS system to ensure all grants are drawn down completely.</li> <li>• Monitor match amounts for all HUD grants, adjust payroll allocations as needed.</li> <li>• Invoice the City of San Antonio monthly to ensure drawdown of grant.</li> <li>• Track hours for non-HUD funded grants, draw or invoice accordingly.</li> <li>• Create annual HUD dues billing schedule and bill quarterly to CoC HUD grant recipients.</li> <li>• Report on status of drawdowns and balances for the organization as needed.</li> <li>• Build projection modeling of budget vs. expenses, determine if purchases are within the budget.</li> <li>• Keep in regular contact with accounting firm for expense clarifications and revisions to monthly financials.</li> <li>• Create and maintain recordkeeping for all financial transactions to include paper files and backup to the server.</li> <li>• As needed, research HUD guidelines and maintain knowledge of eligible costs for grants.</li> <li>• In preparation for new grants, submit necessary documentation in e-snaps and to local HUD office.</li> <li>• Proactively contact third party providers for billing questions and clarifications.</li> <li>• As needed, create invoices for consultants and draw funds if applicable.</li> </ul>			

- Generate ID Recovery Quarterly reporting with monthly reimbursement if applicable
- Monitoring of Alternative Giving Funding with quarterly pay-outs to CoC Participants
- Perform other duties, as assigned.

**Experience:** Bachelor’s Degree, major in accounting or three years of experience in financial accounting required. Non-profit experience preferred.

**Knowledge:** Knowledge of data processing principles and practices; HUD accounting handbooks and guidelines. Strong analytical capabilities with knowledge of accounting/financial reporting. Strong attention to detail required. Must be able to manage sensitive information and maintain high confidentiality.

**Computer:** Proficiency with standard Microsoft Office Suite, Quickbooks experience a plus.

**Vehicle/Licenses:** Must have daily use of a vehicle without prior notice. Must maintain current registration and current automobile liability insurance that is in compliance with Texas Law. Mileage reimbursement provided.

**Attendance:** Must maintain regular and acceptable attendance at such a level as is determined in the employer’s sole discretion.

**Physical Requirements:** Physical requirements include occasional lifting/carrying of 5 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment or field environment.

*EXCEPTIONS TO THESE CRITERIA MUST BE APPROVED BY THE EXECUTIVE DIRECTOR.*

**PREFERRED SKILLS**

**Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Develops realistic action plans.

**Dependability:** Demonstrate initiative in setting priorities, regularly completing work on schedule, and fulfilling commitments.

**Relationship Management:** Develop and maintain harmonious relationships with staff and community partners.

**Innovation:** Intellectually curious with a thoughtful approach. Evidence of demonstrable problem-solving and analytical skills with a “can-do” attitude.

**Communication:** Ability to communicate clearly and effectively via oral or written means. Ability to present a friendly and positive demeanor to service providers, staff, and the general public. Ability to prepare and present information clearly and succinctly to the Treasurer, Executive Director, and SARAH Team.

**Composure:** Ability to respond in a professional manner in all situations.

**Decision-Making:** Ability to set work priorities and to evaluate and create solutions to work-related problems.

**ADDITIONAL NOTES**

- **Reports to:** Executive Director
- **Disclaimer:** Nothing in the job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time, for any reason.

Last Updated By:	Penny Burgess, Office Manager	Date:	08/05/19
Approved By:	Brenda Mascorro, Executive Director	Date:	08/05/19

**About South Alamo Regional Alliance for the Homeless (SARAH):**

SARAH is a nonprofit that serves as the HUD Continuum of Care (CoC) Lead Agency that encompasses the San Antonio/Bexar County geographic region. The purpose of SARAH is to create integrated, community-wide strategies to prevent and end homelessness; provide coordination among the numerous regional organizations and initiatives that serve the homeless population, and create the region's single, comprehensive grant application to HUD for McKinney-Vento funding. SARAH's goal is for homelessness to be a rare, brief, and nonrecurring event in San Antonio/Bexar County.

**Description of Accounting Position:**

Accuracy, timeliness and adherence to professional standards is essential to assure financial reporting systems in place are correctly recording material financial transactions. Must possess the ability to work in a fast-paced environment with limited supervision. Candidate must have a strong ability to answer or research budget questions. The ideal candidate will have a well disciplined and organized approach to time management and task management and an ability to work well with other SARAH team members and community members in order to improve budget tracking and internal controls. This position reports to the Executive Director.