Date: 11/16/2022

Position: Accountant

FLSA Status: Exempt

Job Status: Full Time

Reports To: Director of Administration

Supervises: None

The Accountant position is part of a small, tight-knit team of professionals. This position works directly for the Director of Administration of the Tarrant County Homeless Coalition to provide business and accounting support in the areas of grant billing, accounts payable/receivable, HR support, banking, procurement, account reconciliation, vendor relations and inventory management.

This applicant should be detail orientated. The position requires strong professional, interpersonal, and motivational skills. The ideal candidate must have exceptional communication skills, be a team player and have a well-disciplined, organized approach to time and task management.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**Agency Finances:**

* Prepare billing and other reports to federal, state, and other funding agencies in a timely and accurate manner.
* Conduct timely and accurate grant billing, collection of earned revenue and record entries in a timely manner.
* Manage accounts payable, including procurement, payment, assist with yearly 1099 issuance, and credit account reconciliation.
* Ensure A/R and A/P information is properly recorded in QuickBooks and entries are made in a timely manner.
* Ensure compliance with all financial requirements of grants and contracts.
* Utilizing outside vendor, assist with payroll process, ensuring accuracy.
* Manage Bank remote deposits and account reconciliation
* Assist with providing all necessary information to outside auditors.

**Human Resources:**

* Assist hiring managers with hiring process and new employee onboarding.
* Ensure employee personnel records are complete and current, including certifications and pay history.

**Other Duties:**

* Work collaboratively across other TCHC departments.
* Attend staff meetings as required.
* Participate in continuing education opportunities related to job duties.
* Perform other duties as assigned.

**EDUCATIONAL EXPERIENCE**

Bachelor’s Degree in accounting or related field required

**COMPETENCIES**

* Nonprofit accounting experience preferred.
* Proficiency in QuickBooks preferred.
* Intermediate computer skills and knowledge of Microsoft Office and Adobe Acrobat required.
* Ability to work independently and as a member of a team.
* Clear a criminal background check in compliance with the Continuum of Care’s HMIS data security standards.
* Excellent oral and written communication skills.
* Manage competing priorities.
* Represent Tarrant County Homeless Coalition (TCHC) in a professional manner at all times
* Maintain confidentiality of clients served
* Maintain high ethical standards
* Maintain professional boundaries

**WORK ENVIRONMENT**

Office setting, mostly seated for long periods of time, walking/standing/lifting may be required. Occasional after hours and off-schedule time will be required to support major projects and special events, such as the annual point-in-time Homeless Count.

**REASONABLE ACCOMODATIONS STATEMENT**

To accomplish this job successfully, an individual must perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

**STATEMENT ON DIVERSITY**

The staff, customers, stakeholders, and colleagues of the Tarrant County Homeless Coalition reflect the diversity of our community. TCHC's services conform to Federal Fair Housing Laws and the City of Fort Worth's public policies on non-discrimination. Employees of TCHC are expected to treat all persons with dignity and respect without regard to race, creed, color, sex, religion, disability, mental illness and/ or addictions (diagnosed or not), age, national origin, familial status, source of income, criminal background, sexual orientation, transgender, gender identity or gender expression.

**Open Date: November 16, 2022**

**Close Date: Until Filled**

**HOW TO APPLY**

To apply email your resume, cover letter, and the names and contact information of at least three professional references to [tchc@ahomewithhope.org](mailto:tchc@ahomewithhope.org). A pre-employment background check is required.

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| The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate. |