



Financial Accountant

Want to join one of South Texas' premier child welfare agencies in "restoring innocence and strengthening families?" The Children's Shelter is waiting for you! Since 1901, The Children's Shelter has touched countless lives and every year, serves over 4,000 children and parents. Become part of a growing team providing high-quality, trauma-informed care for children and families.

The Financial Accountant provides a supporting role assisting the Senior Financial Accountant, Senior Grant Accountant, and CFO with accounting and administrative responsibilities. Responsible for Payroll, Accounts Receivable, monthly Foster Care payments, monthly Sales Tax reporting, annual 1099 administration, reviewing and posting of Vendor Payables, and cross trained in Accounts Payable processing. Financial Accountant will also be responsible for supporting the senior leadership.

Responsibilities:

- Payroll processing responsibilities for all departments and programs, as well as ensuring all reporting and payroll liabilities payments are submitted on deadline.
- Accounts Receivable maintenance and monthly reconciliation of the Kaleidacare system to the general ledger.
- Update Grant billing spreadsheets and gather backup for billing.
- Update Restricted Funds spreadsheets and prepare journal entries.
- Confirm all bank transaction are accurately posted to the general ledger.
- Process Foster parent monthly payments via ACH.
- Prepare Sales Tax monthly online reporting and process payments.
- Vendor file maintenance, including 1099 files and reporting.
- Review and post vendor invoices to the general ledger on a weekly basis
- Reconcile Accounts Payable Aging report to the general ledger monthly.
- Serve as a back-up for processing Accounts Payable vendor payments Pull G/L detail for CFO or other staff as required.
- Provide general administrative support for CFO as required, including preparing Finance Committee minutes, and credit applications for approval.
- Assist with Month-End close, as assigned.
- Assist with annual financial audit as required.
- Prepare Daily Deposit to Bank and post transactions to the general ledger.

Requirements:

- Bachelors degree in Accounting
- 5 years' experience in General Ledger accounting
- 3 years' experience in Payroll processing
- Ability to be bonded.
- Experience in computerized accounting processes
- Advanced Excel skills
- Successful clearance of a criminal background check, including fingerprinting and drug testing.
- Maintain current driver's license/access to reliable and safe transportation for self.
- Ability to gather, assemble, correlate, and analyze facts.
- Skill in organizing work in a responsible way in an environment with multiple challenges and priorities.

The Children's Shelter is an Equal Opportunity Employer committed to a culturally diverse workplace and offering a competitive pay and benefits package.

We offer employment opportunities at our various locations. For current opportunities visit our website www.childrensshelter.org or view job postings at:

2939 W. Woodlawn Ave.
San Antonio, TX 78228
Monday-Friday 8am-5pm

Volunteer opportunities are also available.
The Children's Shelter is an Equal Opportunity Employer.