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Date Posted: **9/29/2017**  
 Closing Date: **until filled**

## JOB POSTING

<b>Job Title</b>	<b>Director of Accounting</b>
<b>Department</b>	<b>Accounting</b>
<b>Location</b>	<b>Headquarters</b>
<b>Position Type</b>	<b>Full-Time</b>
<b>Work Days/Hours</b>	<b>Monday-Friday</b>
<b>Pay Rate</b>	
<b>Job Summary</b>	<p>The Director of Accounting supervises the Accounting and Financial reporting for the organization. Directly assists on all strategic and tactical matters as they relate to budget management, cost benefit analysis, and forecasting.</p> <ul style="list-style-type: none"> <li>• Ensures accuracy and timeliness of payables and receivables</li> <li>• Ensures accuracy of monthly cost allocations</li> <li>• Provides monthly financial reports to all Program Directors for their areas and related grants</li> <li>• Responsible for agency purchase requisition system</li> <li>• Performs fiscal activities of various grant awards</li> <li>• Reviews all expenses coded to restricted projects</li> <li>• Ensures direct expenses tagged to projects are allowable, reasonable, and consistently applied</li> <li>• Works with team to implement cash forecasting system. Holds responsibility for generating historical grants/contracts payment analyses. Develops and manages fluctuation analysis</li> <li>• Ensures agency bank accounts are reconciled monthly</li> <li>• Assists with budgets for grant requests</li> <li>• Provides monthly financial reports to the Board of Directors</li> <li>• Works with outside auditor for annual audit</li> <li>• Manages relationships with and point of contact for Auditor, contracted QB Pro, and contracted accounting assistant</li> </ul> <p><b><u>Invoicing</u></b></p> <ul style="list-style-type: none"> <li>• Conducts monthly invoicing for funding reimbursement</li> <li>• Conducts desk audits of financial transactions to ensure compliance with applicable federal and state requirements facilitating quarterly modification requests related to open grant awards</li> </ul> <p><b><u>Compliance</u></b></p> <ul style="list-style-type: none"> <li>• Responsible for the compliance and monitoring of grant awards from government funding sources</li> <li>• Serves as a liaison to federal, state agencies and private foundations for ensuring compliance with grant requirements</li> <li>• Conducts analysis of data to prepare financial status reports. Prepares and submits financial reports.</li> </ul>

	<ul style="list-style-type: none"> <li>• Assists in the coordination of the inter-departmental agencies to achieve grant program goals and objectives</li> </ul> <p><b><u>Other Related</u></b></p> <ul style="list-style-type: none"> <li>• Manages agency insurance package policies</li> <li>• Attends conferences, trainings, and seminars are related to duties and/or required by funding contracts</li> <li>• Performs related duties as required</li> </ul>
<p><b>Qualifications &amp; Experience</b></p>	<p><b>Education Required:</b> Bachelor's Degree in Accounting/Finance or related field</p> <p><b>Experience Required:</b> Six (6) years' job related and progressive management experience in Accounting, grants administration, budgeting and project management. Quick Books experience preferred, but not required.</p>

**Interested staff should send letter of interest to  
Human Resources: [employment@sanantonioyouth.org](mailto:employment@sanantonioyouth.org)  
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