



## ECHO Job Description

<b>Job Title:</b>	<b>Senior Accountant</b>
<b>Department:</b>	Accounting
<b>Reports To:</b>	Director of Finance
<b>Starting Salary:</b>	\$65,000 – \$80,000
<b>Date Created/Revised:</b>	March 15, 2024
<b>Position Type &amp; FLSA</b>	Full Time, Exempt

### **Description of Work**

As the Senior Accountant, you'll play a vital role in ensuring accurate and timely financial reporting by playing a lead role in the month-end close process. Additionally, review/prepare payroll, benefit allocations, and various financial duties. The Senior Accountant is also in charge of grant-related fiscal activities, including fiscal closeout, maintaining grant files, and providing fiscal reports for grant monitoring. Collaborating with multiple departments, you'll assist with grant budgets, ensure compliance with funding agency policies, and update finance-related policies and procedures. Your role encompasses a wide range of financial tasks, contributing to the smooth operation of the Finance department.

### **Essential Functions**

- Lead month-end close process, including, but not limited to journal entries, bank reconciliation and grant invoices to ensure timely and accurate reporting of monthly financial statements.
- Prepare payroll, benefit and other allocations as needed
- Prepare prepaid and deferred revenue allocations
- Review cash receipts
- Review accounts receivable entries
- Provide backup payroll processing support as needed
- Support annual fiscal budget process
- Reconcile accounts as needed
- Prepare audit schedules for financial audit and management reports as needed.
- Support monitoring and collecting of past due accounts receivable.
- Participate in special projects such as systems upgrades and process improvements.
- Prepare and manage the fiscal monthly and yearly closeout process for all grants. Support the Grants manager with fiscal reports for grant monitoring and monthly reporting.
- Retain grant files provided by the Grants Manager, including budgets, revisions, amendments, grant contracts and agreements for fiscal purposes.
- Assist in annual insurance process.
- Act as backup for Finance Specialist and/or Finance and Grant Specialist when needed.
- Support all departments in the preparation of grant budgets.
- Provide support to the Grants Manager and Finance and Grant Specialist to ensure all grants and contract agreements are in compliant with funding agency policies & procedures as well as OMB Circulars & Federal Regulations.

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- Document and update all necessary policies and procedures related to the Finance department.
- Other duties as assigned

### **Supervisory Responsibility**

The position has no supervisory responsibilities.

### **Work Environment**

This job operates in a professional office environment. Employees are required to use their personal cell phones for business purposes.

### **Physical Demands**

This is a largely sedentary role, however some filing and assistance with movement of furniture may occur. This would require the ability to lift files, file boxes, furniture, open filing cabinets and bending or standing on a stool as necessary. This role routinely uses standard office equipment such as computers, phones, and photocopiers.

### **Position Type and Expected Hours of Works**

This is an exempt full-time position working 40 hours a week; typical workdays are Monday through Friday. Occasional evening and weekend work may be required as job duties demand.

### **Travel**

No travel is expected for this position.

### **Required Education and Experience**

- Bachelor's degree in accounting or related field with (with significant Accounting course work)
- Minimum of four years of accounting experience
- Advanced proficiency in QuickBooks
- Intermediate proficiency in MS Office
- Advance proficiency in EXCEL and developing reports

### **Preferred Education and Experience**

- Bachelor's degree in accounting
- Non-profit accounting experience
- Government grants accounting experience
- Full-cycle accounting experience including month/year-end the books and financial statement preparation and analysis
- Experience with payroll and benefits management
- Proficiency in Adobe Pro DC

### **Additional Eligibility Qualifications**

- Engages in ethical conduct
- Understands financial management
- Performs work in a thorough manner
- Ability to analyze and develop and implement solutions to problems
- Excellent interpersonal and communication skills
- Ability to work independently and collaboratively with all levels
- Detail-oriented with good organizational skills and the ability to set priorities to meet deadlines on schedule

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- Excellent writing skills and the ability to analyze extensive data and create written reports with accuracy and brevity.

**Physical Demands:**

Physical demands include the use of standard office equipment, including computer, copy machine, phone, etc. The ability to communicate clearly and appropriately with co-workers and community partners.

**Reasonable Accommodations:**

To perform this job successfully, an individual must be able to perform the principal duties satisfactorily. Reasonable accommodation may be made to enable otherwise qualified individuals with disabilities to perform the principal duties of the job, except where to do so would cause undue hardship on ECHO operations. Contact human resources (HR) with any questions or requests for accommodation.

**Position Type and Expected Hours of Works**

This is an exempt full-time position working 40 hours a week; typical work days are Monday through Friday. Agency meetings occur on business days between the hours of 8:00 AM and 5:00 PM (Central Standard Time). Occasional evening and weekend work may be required as job duties demand. A high degree of flexibility can be anticipated by ECHO staff when conducting most independent and/or administrative work. Some travel is expected for this position both locally and to national conferences.

**Compensation and Benefits:**

ECHO offers competitive wages and a generous benefits packet with employer contributions for full time employees including medical, dental, 401K, HRA, PTO, 8 paid holidays, 4 paid work/life wellness days and opportunities for educational and professional development.

**Diversity, Equity, Inclusion & Belonging Statement:**

The Ending Community Homelessness Coalition (ECHO) values diversity, equity, and inclusion in every aspect of our work, including our internal operations and external activities to support our mission. We are committed to cultivating a culture of respect for the dignity and value of each individual and family accessing the Homelessness Response System. These values are essential to our mission focused on leading and aligning a coalition to administer an effective Homelessness Response System, centered in racial equity, informed by the needs and expertise of people experiencing homelessness, and accountable to systemically marginalized communities. We welcome all. ECHO does not discriminate against any employee or job applicant because of race, color, religion, national origin, sex, sexual orientation, gender identity, veteran status, physical or mental disability, or age. Women, minorities, veterans, people with lived experience of homelessness, and other diverse populations are encouraged to apply.

**To Apply:**

Interested candidates please submit a resume and cover letter [Catherinegonzalez@austinecho.org](mailto:Catherinegonzalez@austinecho.org) and [Tonyathomas@austinecho.org](mailto:Tonyathomas@austinecho.org). Position will remain open until filled.