



## ECHO Job Description

<b>Job Title:</b>	Senior Accountant
<b>Department:</b>	Finance
<b>Date Created/Revised:</b>	May 20, 2026
<b>Starting Salary</b>	\$65,000 - \$80,000
<b>Position Type &amp; FLSA</b>	Full Time, Exempt

### Description of Work

As the Senior Accountant, you will play a crucial role in ensuring accurate and timely financial reporting by taking the lead in daily activities, the month-end close process, and preparation for the annual audit. Additionally, you will be responsible for reviewing and preparing payroll, expense allocations, and handling various financial duties. The Senior Accountant will also oversee grant-related fiscal activities, including fiscal closeout, maintenance of grant files, and preparation of financial reports for grants.

This role requires strong General Ledger and organizational skills, meticulous attention to detail, and the ability to work collaboratively across departments to support the organization's financial goals. You will assist with departmental and grant budgets, ensure compliance with funding agency policies, and update finance-related policies and procedures. Your responsibilities will encompass a wide range of financial tasks, contributing to the seamless operation of the Finance department.

### Essential Functions

- Lead month-end close process, including journal entries, bank reconciliations, 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 collection of past due accounts receivable.
- Participate in special projects such as system upgrades and process improvements.
- Prepare and manage the fiscal year-end and annual close-out process for all grants.
- Support the Grants Manager with fiscal reports for grant monitoring and monthly reporting.
- Act as backup for Finance Specialist and/or Finance and Grant Specialist when needed.
- Support all departments in the preparation of grant budgets.
- Ensure grants and contract agreements are compliant with funding agency policies and procedures as well as OMB Circulars and Federal Regulations.
- Document and update all necessary policies and procedures related to the Finance department.
- Other duties as assigned.

### **Supervisory Responsibility**

This position has no supervisory responsibilities.

### **Work Environment**

This job operates in office settings and is currently hybrid. Employees are required to use their personal cell phone for business purposes. This position does require commuting throughout Austin/Travis County for various stakeholder meetings, when applicable.

Proficiency in using Microsoft Suite, including Outlook, Word, Excel, and PowerPoint, and the ability to adapt and commit to using other software or technology is needed.

### **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.



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

This is an exempt full-time position working 40 hours a week; typical workdays 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.

### **Travel**

No travel is expected for this position.

### **Required Education and Experience**

- Bachelor's degree in Accounting or related field with significant accounting coursework
- Minimum of four years of accounting experience
- Advanced proficiency in QuickBooks
- Intermediate proficiency in Microsoft Office
- Advanced proficiency in Excel and developing reports

### **Preferred Education and Experience**

- Bachelor's degree in Accounting
- Nonprofit accounting experience
- Government grants accounting experience
- Full-cycle accounting experience including month/year-end close, 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
- Excellent writing skills and the ability to analyze extensive data and create written reports with accuracy and brevity

- Detail-oriented with strong organizational skills and the ability to prioritize and meet deadlines

### **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.

### **Compensation and Benefits**

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

### **Cultivating Culture**

At the Ending Community Homelessness Coalition (ECHO) 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 fairness, 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 to: