



Alliance to House Everyone

Job Description | FINAL 11/5 KV

Job Title:	Accounting Support/Office Manager	Job Category:	Finance & Administration
Department/Group:	Finance & Administration	Travel Required:	Occasional
Location:	San Antonio, Texas	Position Type:	Full Time/Non-Exempt
Salary:	\$40,000 - \$45,000	Date Posted:	11/5/2020
Will Train Applicant(s):	Will Train Applicant(s)	Posting Expires:	11/20/2020
External Posting URL:	https://www.sarahomeless.org/about-us/#employment-and-internships		

Applications Accepted By:

EMAIL:

Richardhuron@sarahomeless.org

Resume + Cover Letter Required

MAIL:

Attn: Richard Huron
 4100 E. Piedras Dr. Suite 105
 San Antonio, TX 78228

Job Description

ROLES AND RESPONSIBILITIES

The position is a hybrid role providing support to the Director of Finance & Administration in all manners of accounting duties as well as serving as Office Manager providing overall administrative support for the organization.

ACCOUNTING SUPPORT:

- Assist Director of Finance & Administration with compiling support documentation for bi-weekly and monthly invoices for all grant projects.
- Prepare vendor payable filing system for fiscal year transactions and reconcile to general ledger.
- Reconcile subsidiary ledger to general ledger accounts and assist with general ledger maintenance and month-end close.
- Prepare journal entries as necessary.
- Assist with preparation of audit schedules and organizing support documentation for annual financial and grant monitor audits.
- Assist with bi-weekly payroll.
- Maintain inventory of office equipment and equipment assigned and distributed to employees.
- Make bank deposits as necessary.

OFFICE MANAGEMENT:

- Oversee Human Resource administrative operations including the collection and management of data pertaining to agency employees.
- Responsible for overall administrative support for the organization.
- Manage all aspects of the office space/infrastructure planning (moves, adds, and changes to workstations) and provide answers, resources and solutions as requested.

- Maintain and update SARAH formal policy documents and records, including MOUs, data sharing agreements, policies and procedures updates, contracts, etc.
- Coordinate and plan in-house or off-site activities for SARAH including for birthdays, holidays, and team-building activities.
- Maintain helpful resources for the organization including a database of consultants, vendors, and relevant conferences.
- Manage office supplies and inventory and place orders as necessary.
- Manage mail pick-up and delivery.
- Assist team with community events and partner meetings including room set-up, scheduling, and refreshments.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Education: Bachelor's degree in Business Administration or Accounting preferred.

Experience: Three (3) years of experience in office administration and accounting. Experience in a non-profit setting is preferred.

Knowledge: Knowledge of GAAP as relates to Accounting Support responsibilities. Proficient in Microsoft Office Suite, system databases and accounting software. Knowledge of administrative management practices and procedures. Knowledge of human resources practices and procedures.

Vehicle/Licenses: Must maintain a valid driver's license and clear driving record. Must have daily use of a vehicle without prior notice. Must maintain current registration and current automobile liability insurance that is in compliance with Texas Law. Mileage reimbursement provided.

Attendance: Must maintain regular and acceptable attendance at such a level as is determined in the employer's sole discretion.

Physical Requirements: Must be able to lift up to 12 lbs. and support up to 50 lbs.; adequate mobility that requires frequent walking, standing, bending, stooping, kneeling, reaching (vertical and horizontal), using fingers, hands, feet, legs and torso in various care. Working conditions are primarily inside an office environment. Some field work for Annual Point in Time count will be required.

EXCEPTIONS TO THESE CRITERIA MUST BE APPROVED BY THE EXECUTIVE DIRECTOR.

PREFERRED SKILLS

Analytical: Ability to undertake problem analysis and assessment.

Time Management: Organized with ability to manage a variety of priorities while meeting deadlines. Commitment to working efficiently and accurately.

Interpersonal Skills: Ability to interact positively with all employees, vendors, stakeholder partners.

Communication: Ability to communicate clearly and effectively via oral or written means.

Attention to Detail: Ability to ensure tasks are completed thoroughly and correctly with high level of accuracy.

Initiative and Integrity: Demonstrates ability to assess and initiate action independently. Shows adherence to strong moral and ethical principles and values.

ADDITIONAL NOTES

- **Reports to:** Director of Finance & Administration
- **Disclaimer:** Nothing in the job description restricts management's right to assign or reassign duties and responsibilities to this job at any time, for any reason.

About South Alamo Regional Alliance for the Homeless (SARAH):

SARAH is a nonprofit that serves as the HUD Continuum of Care (CoC) Lead Agency that encompasses the San Antonio/Bexar County geographic region. The purpose of SARAH is to create integrated, community-wide strategies to prevent and end homelessness; provide coordination among the numerous regional organizations and initiatives that serve the homeless population, and create the region's single, comprehensive grant application to HUD for McKinney-Vento funding. SARAH's goal is for everyone to have a place to call home in San Antonio/Bexar County.

South Alamo Regional Alliance for the Homeless (SARAH) is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

By signing below, you acknowledge that you have read the job posting and you understand, are able and willing to perform the functions and duties of that position.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____