



Finance Generalist

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 Finance Generalist provides a supporting role assisting CFO with accounting, administrative and thrift store responsibilities. AP responsibilities will include reviewing, coding and inputting invoices into Great Plains Accounting System as well paying vendors on a weekly basis. Finance Generalist will also be responsible for supporting the senior leadership.

Responsibilities:

- Provide general admin support for CFO as required including minutes and finance committee reports
- Monthly reconciliation of assigned Balance Sheet Accounts
- Month-End Close assistance as assigned
- Pay weekly invoices
- Maintain agency vendor files
- Maintain 1099 files

Requirements:

- Previous experience in Accounts Payable and knowledge of General Ledger Accounting
- Ability to be bonded
- Experience in computerized accounting processes
- Ability to engage and communicate effectively with persons from diverse cultures and communities, as well as from different groups, including children, their parents, agency colleagues, support staff members, supervisors, administrators, and the legal and judicial system and demonstrate a good public presence
- Computer experience, including Excel, Word, and Great Plains
- Valid driver's license, reliable transportation and auto insurance

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.chshel.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.**