



## **Director of Accounting**

**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 4,500 children and parents. Become part of a growing team providing high-quality, trauma-informed care for children and families.**

The Director of Accounting has responsibility for maintaining the general ledger of The Children's Shelter and The Children's Shelter Foundation including chart of accounts and all report writing functions in accordance with Generally Accepted Accounting Principles. Works closely with CFO to ensure that all transactions are processed in a timely and accurate manner. Responsible for the accuracy of the general ledger and all other financial records.

### **Expectations:**

- Ensure compliance with governmental and grant reporting requirements
- Perform/supervise reconciliation of all balance sheet general ledger accounts including bank account reconciliations
- Assist the CFO with annual budget preparation
- Ensure the Accounting Staff is fully trained to perform all duties assigned
- Review and approve on Deposits prepared by A/R Finance Generalist
- Review and approve coding of invoices by A/P Finance Generalist
- Import P/R transactions to Bank Account reconciliation module in Intacct
- Lead the month-end processing and assist CFO in the preparation of Financial Statements
- Review and approve A/R Invoicing
- Review and approve A/P Invoices and Payments Due.
- Responsible for all Sales Tax reporting
- Support Grant Accountant with accounting oversight for agency awarded grants and contracts
- Support CFO with accounting oversight ensuring appropriate controls are in place and adhered to by staff
- Work closely with auditors to coordinate year end agency financial audit

### **Requirements:**

- Bachelor's Degree in Accounting or related field
- Minimum of 8 years' experience in accounting field preferable in nonprofit
- Minimum of 2 years of supervisory experience
- Previous experience with contracts, general ledger, A/P, A/R intercompany accounts required
- Expertise in Excel, Word and Outlook is required
- Experience in the Sage Intacct Accounting System is preferred

***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](http://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.**