



## **Finance Generalist II**

**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 II provides a supporting role assisting the Director of Accounting, Senior Grant Accountant, and CFO with accounting and administrative responsibilities. Responsible for Payroll, Accounts Receivable, and cross trained in Accounts Payable. Finance Generalist II will also be responsible for supporting the senior leadership.

### **Responsibilities:**

- Payroll processing responsibilities for all departments and programs, as well as ensuring all reporting and payroll liabilities payments are submitted on deadline.
- Accounts Receivable maintenance and monthly reconciliation of the Kaleidacare system to the general ledger.
- Cross trained in Accounts Payable to include -
  - Reviewing, coding, and paying vendors on a weekly basis
  - Vendor file maintenance, including 1099 files
  - Respond to requests for Tax-Exempt and 1099 Status
  - Maintain assigned Credit Card listing of employees and amounts
- Pull G/L detail for CFO or other staff as required
- Provide general administrative support for CFO as required, including preparing Finance Committee minutes, and credit applications for approval
- Month-End close assistance as assigned
- Assist with annual financial audit as required
- Prepare Daily Deposit to Bank

### **Requirements:**

- Bachelor's Degree in Accounting or related field
- 5 years' experience in General Ledger Accounting
- Ability to be bonded
- Experience in computerized accounting processes
- Advanced Excel skills
- 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.childrensshelter.org](http://www.childrensshelter.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.**