

Fort Bend Seniors Meals on Wheels

Job Title: Senior Accountant

Job Summary

Under the general supervision of the CFO this position is responsible for assisting and supporting the CFO in the financial oversight of the organization. Responsibilities include perform agency contract management and billing of awards, oversee general ledger activities, transactions and reconciliations to ensure accurate & timely issue of financial information and statements. Assist in reporting, monitoring, and managing the agencies revenues, funding, expenses, cost allocations & centers, cash flow and cash management. Assist in annual budgeting, auditing, and external reporting of agency information. These duties are always performed with the agency mission in mind.

Mission of Fort Bend Seniors Meals on Wheels

Fort Bend Seniors is committed to helping seniors remain independent by enhancing their quality of life through services and resources.

Qualifications and Skills

- Bachelor's degree in accounting or related field, advanced degree or CPA preferred
- At least three years' experience in nonprofit accounting and financial management
- Prior supervisory experience preferred
- Proficient in the use of Microsoft Office and financial software packages; Quickbooks preferred
- Strong verbal and written communication skills
- Able to work independently with minimal supervision and meet deadlines
- Detail oriented with excellent organizational skills
- Able to work with individuals from diverse backgrounds and adapt to change
- Must have a valid Texas driver's license and automobile liability insurance

Essential Duties and Responsibilities

- Prepare, review and analyze billings to federal, state, local and private funders. Assist in the monitoring of awards, ensuring that monthly billings are within contract agreements and on target for performance. Recommendations for improvements as needed.
- Contract Management including review of revenue & performance target monitoring & reporting. Also includes review of maintenance of grant summaries, NARR, meal assignment management, and cost allocations.
- Assist in communications with & ensure compliance of Federal, State, local & private grants. Assist in creating, revising and monitoring budgets from funding sources including various reports and monitoring tools needed. Each funding source has different requirements.
- Prepare and gather financial and statistical information for external audiences as needed.
- Review and analyze monthly financial statements and cash flow reports
- Ensure that the balance sheet accounts are reconciled monthly, and that general ledger & financial statement information is accurate and timely
- Maintain, monitor, manage and report on Period End Checklist – (PEC) each month

- Maintain accurate, computerized financial systems and information necessary for daily, weekly and monthly controls and reporting as applicable
- Maintain accurate & timely Asset accounting: Bank, Receivable, Fixed Assets, Inventory and other asset account reconciliations and rollforwards monthly; including related income & expense accounts.
- Maintain accurate & timely Liability accounting: Current & Long-term liability account reconciliations and rollforwards monthly; including related income & expense accounts.
- Monitor, maintain, implement and recommend as needed preventive and detective internal controls, financial policies & procedures, and assist in making recommendations for improvement.
- Assist in analysis of program, operational and financial data to provide organizational guidance. Create customized & maintain existing financial reports with Key Performance Indicators for effective data driven decision-making (CFO, CEO, Audit Committee and Board of Directors, FBS staff & external audiences). Provide cost management & forecasting recommendations to CFO as needed.
- Provide information and records and reports necessary during periodic audits performed by various funding sources to include City, County, State, Federal, private funders, and external independent audits, including information for annual report.
- Assist in preparation of annual Form 990 and Form 5500
- Assist in preparation of annual budgeting process with the CFO, CEO, and management team.
- Manage the annual audit process with goal clean audit results. Prepare necessary reports and schedules for the annual audit as requested by the CFO
- Analyze financial & operational processes and functions to ensure accuracy and efficiency
- Review with CFO agency insurance coverage, investment strategies and operating leases as applicable.
- Perform other duties as assigned

Physical Demands of Job

The physical demands described herein are representative, and not all inclusive, of those who must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, and to use hands and fingers to feel objects, tools, or controls. The employee is occasionally required to reach with hands and arms. Climb or balance, stoop, kneel, crouch, or crawl, talk or hear, and taste or smell. The employee may be required to drive to meetings, senior centers, and special events. The employee must occasionally lift and/or move up to 50 lbs. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

- **Main location:** Fort Bend Seniors Administrative Office
While performing the duties of this job, the employee may be needed to be in many different locations in the agency and in the public in a single day.
- **Equipment Used:** Telephone, Computer, Fax Machine, Adding Machine, Photocopier, Vans, and other equipment needed to perform the duties of this position successfully

Supervised By

- Chief Executive Officer

Supervises

- Accountant

Classification

- Exempt, Full Time

Salary

- Dependent upon Qualifications

Note: All Fort Bend Senior Meals on Wheels staff will make the provision of services to seniors their priority. Service is provided without regard to race, sex, creed, or disability. Staff is expected to work as a team to accomplish the mission and objectives of this agency. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar, related, or a logical and normal process to complete responsibilities or assignment of the position.

Fort Bend Seniors Meals on Wheels is an equal opportunity employer and does not discriminate on the basis of disability.

To apply, email cover letter and updated resume to lkt@fortbendseniors.org