



Family Service
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Date posted: 2/6/19
Date closed: 3/6/19
Or when filled

Job Title	Accountant I
Requisition Number	2019-0011
Department/Program	Business Office
Location	San Pedro Office: 702 San Pedro, San Antonio 78212
Position Type	Full-Time
Work Days/Hours	Monday – Friday, 8-5, 40 hours per week
Pay Rate	\$38,000 - \$42,000/Annual (Exempt)
Job Summary	The Accountant performs accounting, clerical, and administrative tasks in the day-to-day operations of the business office. Key functions include preparing monthly billings, record revenue, prepare monthly reports, account reconciliations, journal entries, and budget and forecast reports, meet with contract/program managers on budgets and forecasts, assists with internal and external audits, and other functions to support the team.
Competencies & Skills	<p><u>Analytical Skills:</u> Synthesizes complex or diverse information. Collects and researches data. Uses intuition and experience to complement data. Identifies data relationships and dependencies. Designs workflows and procedures.</p> <p><u>Job Knowledge:</u> Competent in required job skills and knowledge. Exhibits ability to learn and apply new skills. Keeps abreast of current developments. Requires minimal supervision. Displays understanding of how job relates to others. Uses resources effectively.</p> <p><u>Quality:</u> Demonstrates accuracy and thoroughness. Displays commitment to excellence. Looks for ways to improve and promote quality. Applies feedback to improve performance. Monitors own work to ensure quality.</p> <p><u>Customer Service:</u> Displays courtesy and sensitivity. Manages difficult or emotional customer situations. Meets commitments. Responds promptly to customer needs. Solicits customer feedback to improve service.</p>
Qualifications & Experience	<p>Required</p> <ul style="list-style-type: none"> • Bachelor’s degree in Accounting or related field with one (1) to three (3) years’ experience in an accounting position; or an equivalent of at least five (5) years’ experience in an accounting/bookkeeping position. • Strong knowledge of US Generally Accepted Accounting principles • Analytical skills, ability to learn and apply new skills, demonstrate accuracy, ability to improve and promote quality, ability to meet deadlines <p>Preferred</p> <ul style="list-style-type: none"> • Knowledge of accounting software, preferably the Black baud accounting system • Three to five years’ experience in private, corporate, or non-profit accounting • Proficient with Microsoft Office (Excel, Word and Outlook)

Interested applicants should send resume/application to:

Recruiting@family-service.org

(Please include **Job Title** and **Requisition Number** in correspondence)

Equal Opportunity Employer