

**Position:** Accounting and Payroll Supervisor  
**Classification:** Full-time, Exempt  
**Reports to:** Manager, Accounting and Payroll  
**Location:** Houston, TX (Memorial Drive)  
**Benefits:** Yes

**Position Description:**

The Accounting and Payroll Supervisor is responsible for the timely and accurate processing of payroll for the Agency, as well as assisting in the compilation and reconciliation of financial information. The successful person is someone with a sound knowledge of accounting principles and practices and demonstrates excellent analytical and problem-solving skills.

**Experience/Skills Required:**

- Bachelor's degree in Accounting, Finance, or business-related field required.
- Minimum three (3) years accounting experience.
- Minimum three (3) years' experience with Excel spreadsheets.
- Experience with payroll activities and processes.
- Some experience as an Accounting Supervisor.

**Knowledge, Skills and Abilities**

- Strong computer skills, particularly in MS Excel (managing spreadsheets, creating charts and using advanced formulas).
- Sound knowledge of bookkeeping and accounting principles and practices.
- Excellent analytical and problem-solving skills.
- Ability to manage and prioritize multiple competing priorities and exceptional accuracy and attention to detail.
- Ability to work well in a fast-paced, high-volume, and deadline-driven environment.
- Ability to interface with all levels of the organization.
- Strong, written and oral communication skills.

**Work Conditions:**

- Environment: Office
- Range of Schedule: Mon – Fri, 7:00 a.m. to 8:00 p.m.
- Travel: None

**Please apply to:**

<https://depelchinchildrenscenter.applytojob.com/apply/upQi1SF0Bc/Accounting-And-Payroll-Supervisor>