



Accounting Manager Position Description

Join a dynamic, innovative, and growing non-profit organization creating public-private partnerships for health and wellness initiatives in our community. The Houston Health Foundation Accountant position is a full-time position charged with performing the day-to-day accounting functions of the organization, as well as reporting and liaising with development staff, program managers, and partner organizations.

Responsibilities:

- Maintain foundation's QuickBooks accounting software system
- Accounts Receivable: record all revenue in the general ledger according to Non Profit accounting standards
- Accounts Payable: work with HHD program managers to initiative expenditure requests, obtain appropriate approvals, and record expenditures in general ledger.
- Reconcile bank statements with general ledger and close the monthly financial statements
- Generate monthly and annual financial statements including monthly cash projections
- Manage and reconcile credit card account
- Work with audit firm to provide all relevant records for annual independent audit
- Provide all relevant information to CPA firm for tax preparation
- Generate fund account statements on a monthly basis and distribute to fund managers
- Make recommendations for improvements to accounting policies and procedures

Qualifications:

- Hands-on experience in accounting or other related fields
- Fundamental knowledge of GAAP and non-profit accounting standards
- Experience with Quick Books and Intuit
- Detail and deadline-oriented
- Strong analytical and problem solving skills



- Possesses a team ethic and strong interpersonal skills
- BA in Accounting or higher degree

Hours and Reporting Relationships:

The position is a full-time, hybrid work position reporting to the President and CEO. The position will work closely with:

- Director of Development
- HHD Financial Management
- HHD Program Managers
- Board Treasurer and Chair of Board Finance Committee

Salary and Benefits:

The Houston Health Foundation offers a competitive salary, commensurate with experience, and a competitive benefits package.

Working Environment and Ethical Conduct:

This position may be performed on a hybrid basis, with remote and in-person attendance as required for meetings and events.

The Houston Health Foundation expects the highest level of ethical and respectful behavior in communications internal and external to the organization. The foundation takes the stewardship of resources for the organization and its programs seriously and has established internal controls to ensure resources are protected and applied for their intended purpose by donors and funders of the organization.

The Houston Health Foundation is committed to a working environment that is diverse, equitable, and inclusive, free from discrimination and harassment.

About Houston Health Foundation:

The Houston Health Foundation's mission is to create private-public partnerships for health and wellness initiatives and programs in our communities . We are a small 501 (c)(3) non-profit organization, engaged with multiple community partners throughout the Houston area and serving over 20,000 children and families.

Application Process: To apply, kindly send a cover letter and resume to info@houstonhealthfoundation.org.

October 1, 2022