

<b>Job Title</b>	Grants Fiscal Analyst
<b>Employer/ Agency</b>	Houston Areas Community Services
<b>Job Description</b>	Works in Federally Qualified Healthcare Center. Responsible for providing assistance to the Fiscal Manager and grant funded departments in planning, maintaining, and coordinating the daily fiscal operations and accurately fulfilling HACS' accounting functions regarding reporting, budget, and compliance issues in a timely and professional manner in compliance with State & Federal rules and regulations.
<b>Qualifications</b>	Bachelor degree in Accounting required. Masters degree in Accounting or Business Administration highly preferred. Must have knowledge of generally accepted budgeting, accounting and auditing principles, computerized accounting reports, standards and procedures; accounting and fiscal systems, policies, procedures and practices; record-keeping techniques; technical aspects of budgeting; and familiarity with basic computer systems and the ability to utilize various software efficiently. Must be able to perform technical accounting work involved in the audit of financial and statistical records, analyze and resolve problems and draw accurate conclusions, maintain records—prepare clear and concise financial and accounting analysis reports, work independently with little direction, analyze situations accurately and adopt an effective course of action, meet schedules and timelines, plan and organize work, work confidentially with discretion, and communicate effectively both orally and in writing. A strong foundation in fund accounting required.
<b>Salary/Hours</b>	DOE
<b>Employer/Agency</b>	HACS
<b>Address</b>	2150 West 18 <sup>th</sup> St. Suite 300
<b>City, State, Zip</b>	Houston, TX 77008
<b>Contact Person</b>	Andrea Richards
<b>Contact Title</b>	Human Resources Manager
<b>Telephone Number</b>	713.979.3651
<b>Application Method</b>	Apply online at <a href="http://www.hacstxs.org/operations.html">http://www.hacstxs.org/operations.html</a>
<b>Opening Date</b>	Immediate

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