

Job Title	Director of Housing Fiscal Services
Employer/ Agency	Houston Area Community Services, Inc.
Job Description	Works in Federally Qualified Healthcare Center. Working under the direction of the Chief Financial Officer, the Manager of Housing Fiscal Services coordinates the daily fiscal activities of the housing department.
Qualifications	Bachelor degree in Accounting or Finance required. Masters degree in Accounting, Finance or Business Administration highly preferred. A strong understanding of Generally Accepted Accounting Principles (GAAP) and experience with non-profit accounting principles and procedures is required. Ability to work independently with little supervision is required. Ability to develop and establish financial policies and procedures, work independently with little supervision, and effectively direct and supervise is required. Must be able to use a personal computer and software applications (e.g. Microsoft Word, Excel, Access, PowerPoint, etc.). Strong organizational skills, the ability to maintain detailed records, communicate effectively both written and verbally, and ability to work effectively under stressful conditions is required.
Salary/Hours	DOE
Employer/Agency	Houston Area Community Services, Inc.
Address	2150 West 18 th Street, Suite 300
City, State, Zip	Houston, TX 77008
Contact Person	Andrea Richards
Contact Title	Human Resources Manager
Telephone Number	No Phone Calls Please
Fax Number	713-979-3651
Email Address	arichards@hacstxs.org
Application Method	<p>Employment Application Forms can be obtained from our website or HACS' Administration Office. Please include the Job Posting Number listed above when submitting your completed Employment Application. Also complete a background check form, education verification forms, professional reference check forms, and employment verification forms, which, are also on our website. Resumes are required but will not be accepted in lieu of HACS' Employment Application Form. You may submit your completed application and other required forms by faxing, scanning and e-mailing, mailing, or delivering your information to:</p> <p>Houston Area Community Services, Inc. Attn: Andrea Richards, Human Resources Manager 2150 West 18th Street, Suite 300 Houston, TX 77008 For more information email arichards@hacstxs.org No phone calls please. Website: www.hacstxs.org Fax: 713-979-3651</p>
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.