

Job Title	FINANCIAL Assistant/Executive Director Assistant
Employer/ Agency	Caring Adoptions
Job Description	Handles deposits of funds; Generates agency/employee checks; Prepare journal entries for all transfers, payroll tax and end of the month entries for board members; Sends bimonthly billing to clients; Sends Monthly Statements to clients; Handles office petty cash and its reconciliation Maintains client financial records; Ordering office supplies as supplies are needed; Maintains Notary Public status current; Set up all accounts for customer accounts, vendor accounts, birthmothers and clients; Prepare birthmother spreadsheets; Handle paying birthmother expenses on a weekly basis; Handle hotel reservations for birthmothers as needed; Pay any and all agency bills and check requests for parent education speakers; Process all credit card payments and post said payments into the system; Observe banking and credit card accounts daily for no unauthorized activity; Handles banking transfers; Gather required documents for annual financial audits; Files documentation and handles donation letters; Work together with IT services when needed; Maintains correspondence with birthparents and adoptive parents;
Qualifications	BA or BS
Salary/Hours	TBD depending on experience with benefits.
Address	11601 Katy Freeway Suite 222 Houston TX 77079
City, State, Zip	Houston, TX
Contact Person	Stephanie Warren
Telephone Number	832-526-4333
Fax Number	

Email Address	Send resume to info@caringadoptions.org
Application Method	
Opening Date	Immediate

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.