

UNIVERSITY of **HOUSTON**
GRADUATE COLLEGE of SOCIAL WORK

Date Posted: **10.22.13**

Job Title	Accounting Manager
Employer/ Agency	Houston Area Community Services, Inc.
Job Description	Works in Federally Qualified Healthcare Center. Responsible for performing highly specialized accounting work required to maintain HACS' general ledger. Working under the direction of the Chief Financial Officer, the Accounting Manger directs and coordinates the daily activities of the accounting staff to quickly and accurately record the revenues, expenditures, assets, and liabilities of HACS.
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. 2-3 years management experience in healthcare setting required. Ability to develop and establish financial policies and procedures, work independently with little supervision, and effectively direct and supervise is required. Knowledge of operating and capital budget concepts and ability to analyze financial data and to prepare accurate reports in a timely fashion is required. Must have knowledge of policies and practices associated with payroll and benefits administration, personnel policies and procedures, and 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	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: 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
Opening Date	Immediately

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