



## **Accounting Manager – Non-Profit – Part-Time**

28 - 32 hours per week

**Humble Area Assistance Ministries (HAAM)** is an interfaith organization that helps community residents in crisis by providing essential resources to move toward self-sufficiency.

As our Accounting Manager, you will develop policy and direct and coordinate the activities involving financial and human resources. You will be expected to utilize your skills and talents to successfully perform the following:

- Analyze and direct all accounting procedures for the organization and oversee financial practices for compliance with legal regulations and with organization goals and policies. Oversee annual audit and 990 filing.
- Prepare and analyze monthly financial package: balance sheet, profit and loss statement, and cash requirements. Present at monthly finance committee meetings with the Executive Director and Finance Committee. Prepare quarterly Board of Directors report.
- Assist in the annual preparation of agency budget, including reviewing proposals, and preparing necessary supporting documentation and justification. Assist in annual forecasting agency activity at the end of June in areas of revenue and expenses, based on past, present, and expected operations.
- Oversee all receipts, deposits, and recording of daily revenue for the agency and resale stores. Oversee schedules and payment of operational expenses such as insurance, sales tax, and facility operation and management.
- Manage annual organization insurance renewal: general liability, auto, umbrella, cyber.
- Consult with management on employment policies, procedures and compensation policy. Oversee human resource practices for compliance with legal regulations and the organization goals and policies and maintain all employee records. Direct implementation and administration of employee benefits program.
- Supervises and coordinates administration of payroll including hours of work and payroll statistics and records. Input biweekly payroll and enter payroll into general ledger.
- Establishes relations with banks and other financial institutions as required. Prepare covenant compliance reports as required. Manage investments as needed: CD investment strategies, ensure TD Ameritrade compliance for stock donors.
- Work with Development Director to create budgets for grant applications and assist with grant writing as requested. Upon award, oversee grant administration as it relates to budget and ensure proper recording in general ledger.
- Supervise the activities of the accountant.
- All other duties assigned.

**Location:** Humble, TX 77338

### **Qualifications:**

- Minimum of 5-7 years of successful involvement in office/business management.
- Working knowledge of A/P, A/R, and bank reconciliations, etc.
- Proficiency in Microsoft Word and Excel.
- Excellent verbal and written communication skills.
- Excellent inter-personal and public relations skills.

**Nice to Have:**

- Human Resource knowledge.
- Experience supervising others.
- CPA certified.
- Bachelor's degree in Accounting, Finance, Business Management, or related field required.
- QuickBooks or equivalent accounting software.
- Proficient in eTapestry.

**Benefits:**

We value our employees' time and efforts. Our commitment to your success is enhanced by our competitive compensation and future growth opportunities within the company. Plus, we work to maintain the best possible environment for our employees, where people can learn and grow with the company. We strive to provide a collaborative, creative environment where each person feels encouraged to contribute to our processes, decisions, planning and culture. Health benefits are available if needed.

**To Apply:**

To respond to this opportunity, please send resume to: [career@haaministries.org](mailto:career@haaministries.org).

*We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.*