



**HUMBLE AREA ASSISTANCE MINISTRIES (HAAM)
Job Description**

Job Title: Accounting Manager
Reports To: Executive Director

QUALIFICATIONS

Work Experience: Minimum of 5-10 years of successful involvement in office/business management. Working knowledge of A/P, A/R, GL, and bank recs, etc.

Education: C.P.A. Preferred
B.A. in Accounting, Finance, Business Management, or related field required.

Summary: Develops policy and directs and coordinates the activities involving financial management.

PRIMARY RESPONSIBILITIES

- 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.
- Prepare the agency annual budget, including reviewing proposals, and preparing necessary supporting documentation and justification. Prepare annual forecast 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.
- Establishes relations with banks and other financial institutions as required. Prepare covenant compliance reports as required. Manage investments as needed.
- Prepare monthly donor letter acknowledgments. Work with Development Director on customization of letters as needed.
- Serve as the backup for payroll processing.
- All other duties assigned.

SKILLS AND QUALIFICATIONS

- Microsoft Word and Excel
- QuickBooks or equivalent accounting software
- Proficient in eTapestry
- Excellent verbal and written communication skills
- Excellent inter-personal and public relations skills