



Accounting Manager (full-time) needed for Habitat for Humanity of San Antonio, a large, ecumenical, Christian, non-profit organization who is looking for an independent, self-starter that wants to join and lead a fun and experienced team.

Our office hours are Monday thru Friday, 8:00 AM – 5:00 PM, some overtime is required during peak accounting times. We work hard but celebrate families, so we offer unique benefits like being closed from Christmas Eve through New Year's Day as PAID holiday leave! We offer paid vacation, paid sick leave, a great retirement plan with a generous employer match, paid employee health insurance with generous cost-sharing for dependent health, and many other benefits to help our employees take care of their own families.

Supervisory Responsibilities:

- Manages the accounting staff who are responsible for financial reporting, billing, collections, payroll and budget preparation.
- Recruits and hires accounting and financial staff and conducts performance evaluations.
- Coordinates training programs for new staff and identifies training needs for current staff.

Position Duties/Responsibilities:

- Ensure Payroll and Payroll Tax Reporting compliance and processing timelines are adhered to.
- Prepares and reviews staff prepared Account Reconciliations.
- Prepares and Enters Journal Entries.
- Audits accounts to ensure accurate posting of entries.
- Ensures adherence to Internal Controls policies are being followed.
- Ensures compliance with local, state, and federal government requirements.
- Performs other related duties as necessary or assigned.

Required Skills/Abilities:

- Excellent management and supervisory skills.
- Excellent written and verbal communication skills.
- Excellent organizational and time management skills.
- String analytical and problem-solving skills.
- Maintain a high level of confidentiality.
- Proficient in Microsoft Office Suite or similar software.

Education and Experience:

- Bachelor's degree in Accounting preferred.
- Five years or more of related experience required.
- Payroll related experience required.
- Must possess a valid driver's license and maintain a good driving record.

Physical requirements:

- Ability to lift, carry, push medium weights up to 35 lbs.
- Ability to sit for prolonged periods at a desk and working on a computer.
- Ability to drive a motor vehicle for business errands during the workday.

Habitat has a smoke and tobacco free environment. **EOE**. Interested candidates should submit a cover letter and resume. **Resumes received without a cover letter will not be considered**. Email, fax or mail/deliver to:

- By email with “Accounting” in the subject line to jobs@HabitatSA.org, **OR** by fax to (210) 223-5536
Attn: Accounting,
- **OR** by mail or delivery to Habitat’s admin office to Attn: Accounting 311 Probandt, San Antonio, TX 78204