



JOB ANNOUNCEMENT

STAFF ACCOUNTANT

Reports to: Chief Financial Officer

FSLA Status: Exempt

Job Type: Full-Time – 40 hours/week, 8:30am-5:00pm. Hybrid schedule (1-day a week, work from home) available after 90 successful days of employment.

Location: Amazing Place – Houston/Central Location

EMPOWERING LIVES SINCE 1966:

Amazing Place began as The Senior's Place in two converted classrooms at St. Luke's United Methodist Church in 1996 under the leadership of Rev. Dean Robinson. Today, we annually serve more than 10,600 individuals and opened our second campus in Katy in 2025.

OUR MISSION:

We empower families facing the challenges of dementia and Alzheimer's and advance brain health for all.

WHO WE ARE:

At Amazing Place, we believe that those living with dementia can live full, meaningful lives. We also believe much can be done to embrace good brain health, protect memory, slow progression of and prevent neurological disorders.

POSITION OVERVIEW:

This position will play a crucial role in supporting our financial operations, including serving as a backup for the Finance Coordinator and assisting with key accounting functions. The Staff Accountant will be responsible for booking journal entries, assisting with month-end close, balance sheet account reconciliations, preparing financial reports, and maintaining audit schedules.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- **Accounts Payable, Accounts Receivable and Billing Support:** Serve as a backup to the Finance Coordinator, managing accounts payable, billing, accounts & pledges receivable, posting contributions and other finance functions during their absence or as needed based on the volume of transactions.
- **Accounts Receivable Aging and Pledges Receivable Schedules:** Create and maintain updated accounts receivable and pledges receivable aging schedules.
- **Journal Entries:** Accurately book journal entries to ensure the integrity of financial data and support the preparation of financial statements.

- **Month-End Close:** Assist in the month-end closing process, including reconciling accounts, reviewing general ledger activity, and preparing adjusting entries.
- **Financial Reporting:** Assist with the preparation of monthly financial statements, budget-to-actual reports, and other reports as needed by the finance team.
- **Audit Support:** Maintain and prepare audit schedules, ensuring compliance with internal policies and external audit requirements.
- **QuickBooks Management:** Utilize QuickBooks for daily accounting tasks, ensuring accurate data entry and report generation.
- **Collaboration:** Work closely with the Finance Coordinator and other team members to ensure smooth financial operations and reporting.
- **Ad Hoc Tasks:** Perform additional duties and projects as assigned to support the financial goals of the organization.

REQUIRED QUALIFICATIONS:

- **Education:** Bachelor's degree in Accounting, Finance, or a related field. 7 years of non-profit experience can be substituted for the degree requirement.
- **Experience:** Minimum of 2-3 years of accounting experience, in a non-profit organization.
- **Software Proficiency:** Strong proficiency in QuickBooks and Microsoft Excel.
- **Skills:**
 - Solid understanding of GAAP and non-profit accounting principles.
 - Excellent organizational skills and attention to detail.
 - Strong problem-solving abilities and analytical thinking.
 - Ability to manage multiple tasks and deadlines in a fast-paced environment.
- **Communication:** Strong written and verbal communication skills with the ability to collaborate across departments.
- Experience with month-end close, financial statement preparation, and audit support.
- Knowledge of non-profit accounting practices and compliance requirements.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

Maintain current CPR, AED certifications – Provided by Amazing Place upon hire.

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Solid computer skills, including a **very strong** working knowledge of Microsoft Word, Excel and PowerPoint. Proficiency with Microsoft Teams and Zoom.

Understands the concept of being a team player in a work environment where employees consistently come together for the greater good. Recognizes that the unpredictable nature of working with dementia patients could occasionally involve contributing more than your share of the workload to achieve a departmental or participant outcome. Maintains a cheerful communication style, demonstrating the necessary patience to work well with persons who have mild to moderate dementia.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include Close vision. While performing the duties of this Job, the employee is regularly required to reach with hands and arms and talk or hear. The employee is regularly required to stand; walk and sit.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

COMPENSATION:

This is an exempt position, and compensation is commensurate with experience. Attractive benefits package included.

APPLICATION PROCESS:

Resumes are currently being accepted and will continue to be accepted until a candidate has been selected. To apply please submit your resume, cover letter and salary requirements to careers@amazingplacehouston.org. Only those selected for an interview will be contacted.