



## Accounting Manager - Job Description

**Title: Accounting Manager**

**Reports to: Executive Director**

**Status: Flexible**

The accounting Manager is a vital team member at Hope Clinic of Garland, Inc. assigned to the organization's administration with a focus on accounting and general operations guided by the Executive Director. Hope Clinic operates as a faith-based non-profit. As Accounting Manager, a high level of integrity and confidentiality is expected for the position.

### Essential Duties:

- Responsible for full accounting cycle to include accounts payable, accounts receivable, bank reconciliations, cash management, etc.
- Execute biweekly payroll and prepare quarterly and annual payroll reports (i.e. Forms 941, TWC, W-2's, 1099's)
- Maintain PTO balances and provide reports to employees periodically
- Preparation of cash forecast report on a biweekly basis
- Oversight of In-Kind donation reporting
- Assist outside CPA with annual audit and 990 filing
- Assist grant writer with any needed financial reporting
- Other duties as assigned

### Required Qualifications:

- Bachelor's degree in accounting preferred, will consider full-charge bookkeeper
- 3+ years accounting experience, non-profit experience a plus
- Effective interpersonal skills and excellent written and oral communication abilities
- Must have a high level of confidentiality at all times
- A proficiency in MS Office and QuickBooks is required

### Benefits: (Based on Status)

- Scott and White health Plan/Hope Clinic covers 85%
- MetLife Dental/Hope Clinic covers 15%
- Voluntary Retirement Plan with 3% matching
- Paid Time Off accrues monthly
- Paid Holidays/One Week Paid Christmas Break