



JOB DESCRIPTION

Non-Profit Accounting & Operations Assistant

Temporary Position

Reports To: Director of Financial Operations

Introduction

The Alliance of Community Assistance Ministries, Inc. (ACAM) is a nonprofit management support organization fostering innovative collaboration through a diverse network of 71 nonprofit and community organizations to advance community-wide solutions through collaboration to strengthen the social safety net in Harris, Fort Bend, Waller, Brazoria, Galveston, and Montgomery Counties. ACAM's 16 Core Members are public charities that share "assisting those in crisis" as a central part of their missions and are uniquely positioned to identify, engage, and provide critical services to at-risk families. They collectively serve over 350,000 individuals annually with more than 10.6 million units of 175 unique services and have established reputations as leaders in providing exemplary and compassionate services. Over the past 20 years, ACAM has led 649 collaborative programs, braiding together over \$14.2M in private and federal funding to strategically build the capacity of nonprofit service providers.

Position Summary

The Non-Profit Accountant ensures ACAM, vendor, and sub-grantee compliance with government grant requirements and other restricted funds; provides technical assistance and continuous quality assurance to grant funded partners for fiscal and programmatic compliance matters; performs fiscal and personnel management, reporting, and other operational duties. This is an in office position. Work Schedule: Monday – Friday 9 am – 6 pm or 8 am – 5 pm.

Essential Job Functions

Compliance and Reporting

- Prepare and/or review information and reports for internal and external stakeholders.
- Develop and update policies/procedures/systems as needed in accordance with government regulations and organizational needs and objectives.
- Assist in preparations for external monitoring visits, reviews, and audits, and cross-site evaluations and participate as appropriate.
- Conduct routine compliance reviews of grant programs.
- Create reports in excel.

Finance and Grant Accounting

- Coordinate ACAM's contract accountants to pay bills, prepare deposits, manage accounts, download bank statements and generate reports in QuickBooks.
- Serve as point of contact for insurance broker and CPA firm coordinating 1099s, external audit and Single Audit, Form 990 and other finance/banking activities.
- Prepare monthly, quarterly and annual financial statements for CEO and Board of Directors.
- Assist in preparation of annual ACAM budget and project/proposal budgets.
- Track ACAM's federal and state grants and other expenditures & submit reports for reimbursement. Track grant vendor spending and expenditure reporting. Coordinate with accountants to ensure accurate recording of all expenses.
- Review financial statements in collaboration with contracted accounting firms, format and create dashboards.

Procurement

- Ensure that ACAM procurement policies conform to applicable local, state and federal law and that purchases adhere to these policies.
- Interface with stakeholders/user departments to provide guidance and recommendations regarding procurement actions.
- Conduct research, evaluate, and present options for selection of contractors/subrecipients. Issue RFPs for goods and services as needed. Manage contracts and conduct annual reviews of ACAM contractors.

Monitoring Vendors, Subawards, & Partner Agreements

- Ensure vendor and subrecipient monitoring procedures are compliant with federal and other applicable regulations and are consistent with sound business practices.
- Monitor vendor and grantee compliance with federal regulations and the requirements of applicable contracts and/or agreements through site visits, audits, and other mechanisms applicable to monitoring. Recommend actions necessary to resolve issues/concerns.
- Provide guidance interpreting and executing applicable regulations and contract or grant award terms and conditions.
- Annually issue and collect ACAM partner membership agreements and fees.

Personnel and Office Management

- Coordinate Human Resource management activities with Professional Employment Organization, Nextep, including onboarding new hires, inputting timesheets, issuing quarterly SEP IRA payments and implementing personnel policies.
- Serve as point person for leased facility, IT and FFE.
- Other duties as assigned.

Education/Training

- Bachelor's degree required.
- Applicable experience in nonprofit governance, administration, accounting, procurement, grants management and compliance.

Experience

Minimum 3 years of progressive experience in federal grant management including procurement and subrecipient monitoring; experience with EFSP, ESG, or other HUD programs preferred.

Special Requirements

- Mandatory proficiency in nonprofit QuickBooks and Microsoft Excel.
- Working knowledge of nonprofit business operations and federal/state grant and contract funding mechanisms.
- Broad base of relevant technical knowledge and skills related to accounting and financial management and procurement systems, fund accounting experience desirable.
- Good research, data management, and statistical analysis skills.
- Detail oriented with excellent verbal, written, and interpersonal skills

Candidates must successfully pass a pre-employment criminal background check.

Equal Opportunity Employer

ACAM is an Equal Opportunity Employer. The Board of Directors and its agents, officers and staff members shall not discriminate on the basis of gender, race, disabling condition, age, color, religion, national origin, military status, or any other legally protected status outlined by federal, state, or local laws in making decisions regarding staff members or volunteers.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. ACAM makes hiring decisions based solely on qualifications, merit, and business needs at the time.

Statement on Diversity, Equity, and Inclusion

ACAM is committed to fostering and celebrating a culture of diversity and inclusion. The collective sum of individual differences, life experiences, knowledge, innovation, and talent that all employees, board members, and ministry leaders invest in their work represents a significant part of our organizational culture, reputation, and achievements. ACAM embraces each difference in age, race, ethnicity, disability, family or marital status, gender, language, national origin, political affiliation, religion, socio-economic status, veteran status, and other characteristics. ACAM also strives to cultivate a culture of equity. ACAM believes equity “is advanced through the implementation of policies, practices, attitudes, and cultural messages that prevent differential outcomes based on the differences among people. Candidates must share this commitment to a continuous reevaluation of organizational norms, and to eliminating policies, practices, and systems that perpetuate inequity, so that all people are fully welcomed, valued, respected, and heard.

Compensation

- \$32 / hr.

Application Instructions

To apply, email your résumé and cover letter to Dayna Santana, Director of Financial Operations at dsantana@acamweb.org