

Date Posted:

Texas Head Start Association

JOB OPPORTUNITY POSTING

Job Title: Head Start Accountant

Employer/ Agency: SER – Jobs for Progress National

Job Description: An experienced financial professional with appropriate industry experience, preferably in the not-for-profit field. An energetic, forward-thinking and creative individual with high ethical standards and an appropriate professional image. A strategic partner with sound analytical ability, good judgment and strong operational focus. A well organized and self-directed individual and a team player.

Responsibilities and function includes general accounting, payroll, and accounts payable. Prepare, classify, verify and enter a variety of journal entries into general ledger, and assist Accounting Manager as directed. Assists the development of the fiscal department under the guidance of the Controller.

Qualifications:

- Bachelor's Degree in accounting, finance, business administration or a related field, or equivalent years of demonstrated experience in the accounting field.
- Previous federal, state and/or not-for-profit budget or accounting experience preferred. Previous Head Start experience is strongly preferred.
- Minimum five years accounting experience with focus in Head Start fund accounting preferred.
- Ability to handle pressures related to meeting deadlines, working on multiple tasks requiring concentration and attention to detail, and organizing projects in the context of the whole organization.
- Excellent computer skills necessary to prepare accounting reports and analysis. Experience using MIP program is preferred.
- Interpersonal skills necessary to effectively work with partners and employees and to effectively negotiate contracts with funding partners. Excellent oral and written communication skills. Bilingual (English/Spanish) preferred.

Salary: \$45,000.00

Send your resume and cover letter to:

Attn: Tony Morales, Director of Human Resources

E-mail Address: HR@ser-national.org

Application Method Preferred: Send your resume, cover letter and salary requirements to hr@ser-national.org

Opening Date: 03/20/2015