



## JOB DESCRIPTION

**TITLE: ACCOUNTANT**

**LOCATION: MAIN CAMPUS**

**REPORTS TO: CHIEF OPERATING OFFICER**

**EMPLOYMENT STATUS: FULL-TIME, EXEMPT**

### **MISSION**

The mission of SA Hope Center is to love people well by empowering them to meet their own needs through wrap-around case management and wrap-around social services.

### **VISION**

End generational poverty.

### **SA HOPE CENTER OVERVIEW**

Founded in 2001, the SA Hope Center (SAHC) is a faith-based organization that provides compassionate help for families and individuals experiencing poverty, hunger, joblessness, and many other crisis situations. We equip our participants with skills in a relational, empowering, spiritual, and supportive environment with the goal of breaking the cycle of poverty in a holistic way.

The SA Hope Center has a special culture that is deeply rooted in our mission and faith. Our team encourages and provides deep, core values-based work and spiritual growth of team members. Our team is community and client-focused, fast-paced, professional, compassionate, growth-oriented, and innovative. We are committed to high performance standards and best practices so we can focus on mission fulfillment.

### **BENEFITS**

- Health Insurance
- Retirement
- Paid PTO
- 17 Paid Holidays
- Quarterly Paid Mental Health Days
- Phone Stipend

### **SALARY RANGE**

Bachelor Level \$60,000- \$65,000 (pending on experience)

### **POSITION SUMMARY**

The Accountant is a vital SAHC team member who collects, analyses, records and reports the financial data of SAHC while ensuring all best practices, internal controls, and government rules and regulations. The accounting responsibilities include performing general accounting duties, coordinating the annual budget, preparing for the annual audit, and delivering reports to funders and the board. The Accountant will establish and promote the culture and vision of SA Hope Center's core values of relationship, compassion, integrity, and diversity.

### **ESSENTIAL RESPONSIBILITIES**

- Ensure daily financial operations are in accordance with GAAP and take a proactive approach by analyzing and recommending solutions.
- Balance and maintain accurate ledgers, including receipts, deposits, payables, receivables, credit card entries, grant allocations, and accruals.

- Pay vendor invoices and track bank account balances.
- Recommend ways to reduce costs and enhance revenue.
- Conduct regular accounting and other financial reports for staff and board, including monthly financial statements and reports necessary for grants and budget management.
- Manage cash flow in collaboration with Finance Committee and CEO.
- Reconcile and report on pledges/contributions in conjunction with the Development department.
- Prepare for annual audit and work with auditors to complete the annual audit report and the filing of IRS Form 990.
- Work with executive team and directors to produce the annual budget.
- Serve as organizational liaison and maintain relationships with bank, credit card and merchant providers.
- Ensure compliance with relevant accounting standards and procedures.
- Work with contracted accounting firm, Badger CPA, to ensure monthly scope of services is conducted in accordance to the accounting service agreement.
- Regular and reliable attendance is an essential job function.
- Perform other duties as assigned.

### **EDUCATION**

- **Required Education:** BA in Accounting or Finance

### **EXPERIENCE**

- Must have at a minimum 1-year experience working in non-profit accounting providing daily accounting and financial management
- Must have extensive knowledge of the general ledger.
- Thorough knowledge of pre-and post-award administration with federal grants.
- Knowledge of grant accounting principles and compliance with federal and state rules and regulations.

### **ABILITIES**

- Strong interpersonal organizational skills
- Build relationships and work cohesively as a team
- Ability to adapt quickly and learn how to apply new methods and tools
- Maintain high standards of confidentiality
- Keen analytic, organizational and problem-solving skills that support and enable sound decision making
- Proficient in QuickBooks, Excel, and Microsoft
- Strong in written and verbal communication skills
- Ability to set work priorities
- Self-starter; has a strong sense of initiative
- Flexible, able to adapt to changing demands and work styles

### **CHARACTERISTICS**

- Hungry, humble, and smart- as defined by P. Lencioni in The Ideal Team Player
- Strong personal integrity
- Positive and transformative leadership
- Firm grasp and complete embrace of ministry vision and mission

### **PHYSICAL DEMANDS**

Physical requirements include occasional lifting/carrying of 40 pounds, maneuvering in public spaces, visual acuity, speech and hearing, hand and eye coordination, and manual dexterity necessary to operate a computer keyboard and essential office equipment. Subject to sitting, standing, reaching, walking, twisting, and kneeling to perform the essential functions. Working conditions are primarily inside an office environment or field environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**If interested in applying, please submit your Cover Letter and Resume via email to:**

Rita Sandoval, Chief Operating Officer  
[rsandoval@sahopcenter.org](mailto:rsandoval@sahopcenter.org)

**No phone calls will be taken.** If you have questions, please email.

SA Hope Center is an Equal Opportunity Employer