



PO Box 32150, Amarillo, TX 79101 PH 806-372-2531

**Panhandle Community Services is an Equal Opportunity Employer*

Position	Sr. Accountant	Program	Administration
Reports to	Finance Director	Classification	Non-Exempt
Supervises	None	Status	Full-Time
Work Location	Central Office	Salary Level	4
Hours	Typical Schedule is M-F 8:00 am-5:00 pm	Approved	 <hr/> Magi York, Executive Director

Job Summary

This position supports the mission of PCS to work with community partners to change lives and lead change for low-income people bridging the gap from poverty to self-sufficiency by performing a variety of technical accounting duties involving the general ledger, including but not limited to preparation of a variety of financial reports. The position is required to have knowledge of all the payroll functions with PCS, and will complete these functions in the absence of the Accountant. This position must be able to work various shifts including evenings, weekends, holidays, overtime as necessary, and during inclement weather.

Duties and Responsibilities

- Prepares and processes cash receipts including coding to the general ledger. Analyzes and tracks general ledger payroll accounts and prepares adjusting entries to the general ledger
- Assist with the monthly financial reports including analysis of various accounts requested by the finance director
- Prepares bank reconciliations for all cash accounts to be reviewed and approved by the finance director
- Reviews and prepares HUD cash transfers and payments twice monthly, working directly with the HUD program manager
- Assist with preparation of audit work papers and various reports required during annual audit.
- Reconciles all purchase card activities, including cardholder contact and receipt verification.
- Other duties as assigned

Knowledge, Skills and Abilities Requirements

- Knowledge of General Ledger
- Knowledge of GAAP Accounting Practices
- Knowledge of various types of financial reports including but not limited to Balance Sheet, Cash Flow Statement, and Income Statement.
- Ability to provide and solicit necessary financial information to and from auditors, other third-party vendors, and employees.
- Ability to reconcile financial reports
- Ability to use the Microsoft Office suite of applications
- Ability to use general office equipment, such as telephones, copy machines, and computers
- Ability to maintain an organized document and filing system
- Ability to effectively communicate verbally and in writing
- Ability to perform duties without frequent oversight and support
- Ability to adhere to deadlines
- Ability to recognize the limits of one's own skills and knowledge and willingness to seek support, information, training, or re-assignment

- Ability to perform required duties and functions under time pressure, with frequent interruptions or distractions
- Ability to travel out of area and/or overnight for training and conferences

Minimum Requirements

A Bachelor's Degree in Accounting, Finance, or a related field is required. A minimum of two (2) years in Accounting or Finance or a related field is required. Experience in a non-profit setting is preferred. Experience working with General Ledgers, and other financial reports is required. Must be bondable under insurance regulations. A Valid Texas driver's license and proof of liability insurance are required.

General Organizational Responsibilities

- Support the mission and vision of Panhandle Community Services
- Comply with all organizational policies and procedures
- Demonstrate competence in assigned job responsibilities
- Perform work accurately and in a timely manner
- Demonstrate learning initiative and take opportunities for improvement
- Maintain the confidentiality and security of client data and organizational information
- Display a professional demeanor and attitude
- Support and facilitate positive interaction with others
- Exhibit personal maturity and respect for others
- Demonstrate punctuality in attendance, and use Panhandle Community Services' time keeping software to document accurately regular hours, overtime hours, and approved Paid Time-Off (PTO)
- Maintain facilities to retain professional appearance and function
- Maintain office equipment to achieve maximum usefulness
- Remain drug-free, as verified by periodic drug screenings
- Attendance and participation in organizational team meetings
- Participate in community outreach projects as requested

Work Environment

- Office, involving frequent interaction with the public, co-workers, and volunteers; regular use of telephones, copy machines, and computers; organization and securing of work documents. Will have frequent interaction with executives, auditors, consultants, and other professional level positions.
- **Attendance and participation in organizational team meetings and all staff days is required.**

Physical Requirements

- Must be able to carry up to 25 pounds for short distances.
- Ability to sit or stand for up to 2 hours at a time.
- Must be able to travel to the 26 counties that comprise the Texas Panhandle to visit remote centers as necessary.
- Must be willing to work long hours including evenings, weekends, holidays, and overtime as necessary to meet required deadlines.

Employee Affirmation: My signature below indicates that I have read and understood the requirements for this position. I am willing and able to carry out the duties and responsibilities required.

Signature

Date