



ABOUT ASIAN FAMILY SUPPORT SERVICES OF AUSTIN (AFSSA)

AFSSA is a non-profit organization located in Austin, Texas with a staff of forty plus professionals who are passionate about breaking the cycle of violence in Asian and immigrant communities. Through education, advocacy, and self-advocacy, we empower Asian survivors of sexual violence, domestic violence, and human trafficking by improving their access to services, and increasing the community's awareness of the various forms of gender-based violence and oppression.

AFSSA supports our dedicated team of professionals by providing medical, dental, and vision insurance at no cost to our employees. AFSSA demonstrates a level of care for our employees that includes competitive compensation, generous PTO, and comprehensive benefits. Time-off includes up to: 192 hours of paid time off; 40 hours of Floating Holidays; 48 hours of Official Holidays; and Comp time. AFSSA also offers a 401k retirement program with an employer match.

Guided by our core values of Prevention, Advocacy, Responsiveness, and Transformation, AFSSA provides high quality, client-centered, and strength-based survivor and community services in Central Texas.

POSITION SUMMARY

Reporting to the Director of Finance, the Senior Accountant will: manage all aspects of the accounting cycle, ensuring financial accuracy, compliance, and reporting. This includes overseeing general ledger activities, preparing financial statements, managing accounts payable and receivable, and assisting with audits. They also play a crucial role in government grant billings and collections tracking (18 fund sources) budget management, financial analysis, and implementing improvements to accounting systems.

ESSENTIAL JOB FUNCTIONS:

- Serve as lead on all aspects of accounting operations including accounts receivable/payable payroll, Bank reconciliations and the management of financial controls in accordance with GAAP
- Performing timely and accurate month-end journal entries and balance sheet reconciliations (e.g., net assets, investments, revenue, expenses, payroll allocations, etc.), ensuring that accounting schedules are updated and accurate
- Prepare payroll Journal entries and import them into the accounting system
- Ensure proper revenue and expense recognition.
- Monitor expenditures to ensure alignment with approved agency and restricted grant budgets
- Review grant budgets and create documentation of budgeted expenses per grant to share with programmatic staff; maintain accurate statements and documents to prepare budget to actual variance reports for executive team and board review
- Review reconciled bank and credit card statements and ensure all supporting expenditure documentation conforms with audit standards
- Provide financial mentoring and coaching of staff to ensure adherence to finance policies and procedures.
- Assist the Director in developing and monitoring departmental and organizational budget, assisting with monthly financial reporting needs.
- Gather, organize, and review all documentation requested by grantors for all desk reviews and site visits to ensure it is correct and provided in a timely manner
- Coordinate and review all documentation requested by the external auditors, including independent audit and funder audits, for the agency and single audits to ensure it is correct and provided in a timely manner

- Identify the best practices and make recommendations for improving internal systems
- Support Director of Finance in planning, budgeting, and creation of models and scenarios for new revenue

OTHER RESPONSIBILITIES

- Attend various agency meetings as required
- Adhere to all agency, state and federal policies and regulations
- Perform other duties as assigned
- Maintain timely month close and reporting functions
- Ability to make recommendations and request resources as needed to manage fluctuating capacity in the Finance and Operations teams, in order to respond to normal business cycle peak times such as funder fiscal year and agency fiscal year cycles

REQUIRED EXPERIENCE & EDUCATION:

Bachelors or master's in business administration or finance, OR an equivalent combination of education and experience

5 years of financial and/or government grant management experience / fund accounting

Proficiency using technology, MS Office software, SharePoint, and databases

PREFERRED KNOWLEDGE, ABILITIES, SKILLS

Experience with funders: Texas Office of Attorney General, Office of the Governor, US Dept of Justice Office of Violence Against Women

Experience working in Texas domestic/sexual violence services agency or similar field

Knowledge or experience in culturally specific direct services and community based organizations Initiative, a self-starter

Ability to prioritize competing business demands

Excellent interpersonal skills, with experience collaborating in a multidisciplinary, diverse, and dynamic team.

Solid communication (written and verbal) and interpersonal skills, and a communication style that is transparent and direct

Excellent verbal and written communication skills, including ability to explain financial terms in simple language. Ability to remain focused and calm when there are multiple demands on your time

Proficiency using MIP Accounting software

Personal qualities of integrity, credibility, and a commitment to AFSSA's mission

Successfully complete a background investigation

SPECIFICATIONS:

FLSA Status: Full-Time Exempt

Salary Range: \$65,000 - \$70,000

Location: Austin, Texas

Benefits: 100% employer paid medical, dental and vision insurance. 401k program (up to 3% employer match).

Generous Paid-Time Off (PTO, accrued semi-monthly @ 8 hrs per pay period), (5) Floating Holidays, six (6) Official Holidays, and Comp time.

Hours: Minimum of 40 hours per week, including evening and weekend commitments.

Required: Valid U.S. work permit

Required: Occasional use of self-insured personal vehicle

Required: Valid Texas Driver's License

Note: This position is subject to grant funding

To apply visit: <https://www.cognitofrms.com/AsianFamilySupportServicesOfAustin/ 2employmentapplication>

AFSSA is an equal opportunity employer and does not discriminate on the basis of age, sex, race, language, ethnicity, religion, national origin, gender, gender expression, gender identity, marital status, sexual orientation, or status as a veteran with a disability.