



## **Senior Staff Accountant**

Pathways Youth and Family Services is seeking a full-time Senior Staff Accountant. This position is based in Kerrville with some remote work and office visits. This position is responsible for the accurate accounting of financial activities of the organization including transaction processing, financial reporting, review and analysis, budget preparation, grant/contract budget and compliance monitoring, audit schedule preparation and other finance and accounting functions. The Senior Staff Accountant reports to the Chief Financial Officer (CFO).

Pathways Youth & Family Services is headquartered in Kerrville, TX with locations in Abilene, Dallas, Austin, San Antonio and Houston. Providing foster care and adoption services to over 10,000 children since 1992, Pathways' mission has become a reality. The organization has fulfilled its vision of thriving children, resilient families, and strong communities enduring for generations. True to its name, Pathways provides a path for youth and families to receive a comprehensive network of services through the following 4 vital programs: Foster Family Care, Adoption Services, Mosaic Behavioral Health and Residential Care.

**Are you ready to join a team that's on a mission to change the lives of children and families? Want to be part of a movement that values compassion and empowerment?**

### **What you will work on (essential duties not limited to the following):**

- Ensures the accuracy of all accounting transactions and the accounting system.
- Prepares, performs and/or reviews bank reconciliations, journal entries, accounts receivable, accounts payable, cash management, payroll, prepaid, accruals and investments transactions/activities in the system.
- Maintains fixed assets schedules and records related transactions in the accounting system.
- Maintains all balance sheet and income statement accounts.
- Records deposits for any checks, EFTs and other forms of payment received by agency.
- Prepares payroll data exported from payroll service provider for import to accounting system.
- Performs timely, efficient and accurate reconciliations and reviews of the organization's financial activities.
- Prepares and maintains monthly reconciliations for balance sheet accounts and researches and resolves any out of balance accounts.
- Performs month-end and year-end closings, journal entry preparation and postings, and account analysis.
- Reviews financial transactions, data, reports and statements with CFO.
- Prepares monthly and annual financial statements and reviews with CFO.
- Prepares schedules and reports for annual financial audit and ongoing requests from auditors.
- Prepares schedules for annual tax filings.
- Prepares data and schedules used to complete annual state cost reporting to meet Texas Health and Human Services' guidelines including bi-annual online trainings.
- Prepares schedules and reports to create the annual budget along with the CFO and executive leadership team.
- Researches and resolve issues related to financial transactions or processes.
- Provides CFO and executive leadership with timely and accurate financial information as needed.
- Analyzes spending trends, actual to budget variances and historical activities.
- Serves as Payroll and Accounts Payable backup and provides assistance to these functions as necessary.
- Assists with and prepares budgets for grant and contract submissions.

- Tracks grant receipts and expenses, restrictions, and use of funds.
- Maintains an up-to-date knowledge of GAAP accounting.
- Maintains high ethical standards as outlined in the Pathways' Internal Controls Policy and the Financial Policies and Procedures manual. Ensures and follows effective controls and procedures.

#### **Education & Experience Requirements:**

- Bachelor's degree in Finance or Accounting required.
- Five years of experience in finance or accounting role.

#### **Knowledge, Skills, & Abilities needed to succeed in this role:**

- Ability to support the agency's culture, growth, and success through communication, accountability, and positivity.
- Ability to be clear headed and decisive based on the scope of the position.
- Ability to work efficiently and effectively both individually and as part of a team.
- Effective oral and written communication skills.
- Excellent computer skills (Word, Excel, other Windows software, Accounting software, etc.).
- Exceptional Excel skills and ability to work with large amounts of data.
- Excellent employee relations, analytical, multi-tasking, and organization skills.
- Ability to perform a volume of numerical/detailed work with accuracy.
- Ability to understand and follow complex oral and written instructions.
- Ability to maintain confidential information.

#### **Physical and Mental Demands:**

- With or without reasonable accommodation, the physical and mental requirements of this job may include the following: frequent seeing, hearing, speaking, and writing clearly. Use of a computer for long hours. Frequent sitting, manual dexterity. Occasional lifting and moving of up to 25 pounds, reaching with hands and arms, stooping and kneeling. Ability to analyze and interpret data and write meaningful, concise reports. Ability to meet deadlines. Ability to efficiently problem solve, professionally interact with a variety of people and remain calm in stressful situations.

#### **Due to the nature of our work, additional requirements include:**

- Proof of valid Texas Driver's License (Type C).
- Access to reliable transportation.
- Proof of valid/current auto insurance.
- Cleared motor vehicle driving record.
- Three employment references.
- Cleared criminal background check and signed statement regarding felony indictments/convictions.
- Cleared TB test results (current within 12 months prior to employment).
- Cleared pre-employment drug test.
- Working cellular telephone.

#### **What to expect:**

- Work schedule is Monday – Friday, 8:00 am – 5:00 pm with some evening and weekend hours as needed.
- Position is hybrid with ability to work remotely and attend some meetings at the Kerrville.
- We focus on career development and promotion – people are at the core of everything we do. If you are looking for a career and not just a job, you're in the right place.
- Pathways is the type of company where you can balance great work with great life.
- It doesn't matter if you're just out of college or your children are; we need you for what you can do.

**What's in it for you? We take care of our people.**

- Salary commensurate with your experience.
- Affordable health coverage for you and your family.
- Generous paid time off, flex days, and holidays.
- Employer matching retirement plan.
- Work side-by-side with other knowledgeable, dedicated, and diverse teams.
- Casual work environment.
- Amazing opportunities for career progression.
- A service you can be genuinely proud of!

**We would love to hear from you. Submit your resume to be considered for this extraordinary opportunity to positively impact a child's life. Pathways is an equal opportunity employer.**