



Job Title: Accountant

Job Summary:

The Accountant will help to fulfill our mission to ensure all young people in Bexar County are ready for their future by administering many of the organization's accounting and bookkeeping activities; ensuring the accuracy of financial records and invoices; and the timely processing, submission and payment of invoices and expenses in accordance with UP Partnership policies and practices as well as applicable laws and regulations. This position reports to the Senior Manager of Finance and Operations.

Essential Duties and Responsibilities:

- Accounting and bookkeeping activities including:
 - Prepare expense records for Executive Director's review and approval
 - Process invoices for review and payment
 - Process travel and reimbursement requests for review and payment
 - Generate invoices
 - Prepare deposits
 - Post financial transactions into the bookkeeping system
 - Make general journal entries
 - Reconcile bank accounts monthly
- Ensure organizational adherence to generally accepted accounting principles.
- Support the Directors and Managers with departmental budget forecast meetings.
- Support the Directors and Managers with monthly budget and expense reconciliations.
- Assist with external financial audit.
- Assist in banking and other financial transaction activities as required.
- Maintain accurate and up to date accounting records/filing system according to UP Partnership policies and procedures.
- Assist with development of improvements in record keeping and reporting procedures.

Education, Job Knowledge and Experience Requirements:

- Associate's degree required; Bachelor's degree in accounting or related field preferred
- Minimum of two years' non-profit accounting experience required
- Experience with QuickBooks Online Plus software required
- Attention to detail, thoroughness, confidentiality
- Top notch interpersonal and communication skills

Position Details:

The Accountant role is a regular, full-time, benefits eligible position. The anticipated start date is on or before January 6, 2021. Annual salary range is \$40,000-\$55,000 depending on experience. All UP Partnership staff are currently working virtually. To apply for this position,

please submit your cover letter and resume to Kimberly Sama at kimberly@uppartnership.org by 5:00pm on Monday, November 30.

UP Partnership, formerly the P16Plus Council of Greater Bexar County, is a collective impact partnership that leverages data and coordinates leaders to drive equitable youth outcomes across San Antonio. For more information about our organization, visit our website at <https://uppartnership.org>.

UP Partnership is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.