



## **Accounting Manager**

Want to join one of South Texas' premier child welfare agencies in "restoring innocence and strengthening families?" Family Tapestry, a Division of The Children's Shelter, is looking for you! Since 1901, The Children's Shelter has provided a continuum of Trauma-Informed Care for Bexar County children with a history of prolonged abuse, abandonment and/or neglect. Family Tapestry was created in 2018 to weave together the community to transform the foster care experience in Bexar County. Our goal at Family Tapestry is to ensure each child is safe in care, achieves permanency, improves their overall wellbeing, experiences fewer moves and shorter stays in care, and increases family engagement, which leads to better outcomes, trusting relationships, and meaningful connections. It takes one person to change the life of a child. Will you be part of our tapestry to fulfill our mission?

The Accounting Manager has responsibility for overseeing a team of Contract Accountants, Account Payable Clerks and Data Entry Specialists. The Manager will maintain the general ledger including chart of accounts and all report writing in accordance with Generally Accepted Accounting Principles. Works closely with Director of Accounting, DFPS and providers to ensure compliance with government contracts and proper accounting and reconciliation for all contract invoices and payments to providers. The Manager will also support Director with desk audits/reviews of provider contracts.

### **Responsibilities Include:**

- Perform/supervise reconciliation of all balance sheet general ledger accounts including bank account reconciliations.
- Ensures compliance with governmental reporting requirements.
- Responsible for the creation and preparation of monthly accruals for contracts receivable and payable in accordance with GAAP.
- Prepare governmental invoices to be submitted for payment for Director/CFO approval.
- Supervise reconciliation of reporting discrepancies between Family Tapestry, DFPS, and provider agencies.
- Assist Contract Accountants with responses to DFPS, provider agency and staff inquiries on financial related information.
- Review and approve work completed by staff to include coding of invoices, ACH disbursements to providers, A/P Invoices, payments and deposit log.
- Ensures provider payments are completed timely, accurately and in compliance with provider contract.
- Track invoice submissions to DFPS to incoming ACH credits to ensure payments are received and conducts follow-up on discrepancies.
- Support Director of Accounting with oversight ensuring appropriate controls are in place and adhered to by staff.
- Supports Director with financial audits, the Single Audit and State and or Federal monitoring reviews, special projects and workflow process improvements.

### **Requirements:**

- \* Bachelor's Degree in Accounting or related field.
- \* Minimum of 6 years' experience in accounting field, preferable in nonprofit and/or governmental accounting
- \* Minimum of 2 years supervisory experience
- \* Previous experience with contracts, general ledger, A/P, A/R intercompany accounts required.
- \* Expertise in Excel, Word and Outlook is required
- \* Expertise in Sage INTACCT or other non-profit accounting software highly preferred
- \* Ability to be bonded

**Family Tapestry is a Division of The Children's Shelter - an Equal Opportunity Employer committed to a culturally diverse workplace and offering a competitive pay and benefits package.**

You can apply on-line by visiting our website [www.familytapestry.org](http://www.familytapestry.org) or in person at:

2939 W. Woodlawn Ave.

San Antonio, TX 78228

Monday-Friday 8am-5pm