

# United Housing Connections

## Job Vacancy: Accounting Manager

---

### ABOUT UNITED HOUSING CONNECTIONS

Connecting people and housing solutions to eliminate homelessness is the mission of United Housing Connections. Founded in 1997, UHC is a non-profit organization that works with more than 35 community agencies throughout the Upstate of South Carolina to provide affordable housing for homeless and /or at-risk families, children and individuals. The organization coordinates the Continuum of Care throughout a 13 county area. The Continuum of Care is a community plan to organize and deliver housing and services to meet the specific needs of people who are homeless as they move to stable housing and maximum self-sufficiency. It includes action steps to end homelessness and prevent a return to homelessness. To learn more, visit the website at [www.unitedhousingconnections.org](http://www.unitedhousingconnections.org)

### ABOUT THE POSITION

The Accounting Manager performs, directs and coordinates activities and operations of the accounting department and staff. This position will work closely with the CFO.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Daily reconciliation of cash
- Supervision of Accounting staff
- Process payroll through ADP Payroll Application
- Collect new employee packets; perform employee I9's, SC New Hire Forms, and Enroll in Insurance
- Enter grant budgets into Blackbaud Financial Edge software
- Process grant drawdowns and reimbursement requests
- Prepare monthly grant reports and distribute by the 10<sup>th</sup> of the month
- Participate in grant monitoring/audits
- Prioritize weekly accounts payable selections for payment
- Review accounts payable invoices for appropriate review and approval prior to checks being signed
- Prepare bank deposits daily
- Help to maintain accurate records and filing systems for accounting, including scan folders
- Enter deposits daily into Financial Edge and review deposits entered into Yardi and Quickbooks
- Enter general ledger journal entries and assist in the preparation of month end financial statements
- Attend the Finance Committee meetings and prepare meeting minutes
- Assist in preparation of the annual budget
- Maintains an active role in the annual audit; works closely with auditors, gathers required documentation, enters adjusting journal entries, and prepares required reports
- Assist CFO in all other accounting functions as needed

**QUALIFICATIONS, EDUCATION and/or EXPERIENCE**

- Bachelor's degree in accounting from an accredited college.
- 3-5 years of accounting experience.
- Non-profit accounting experience highly desired.

**LANGUAGE SKILLS**

Proficient English; Spanish as a second language a plus.

**REASONING ABILITY**

Good math, verbal and writing skills. Excellent interpersonal, communications and computer skills.

**CERTIFICATES, LICENSES, REGISTRATIONS – None****PHYSICAL DEMANDS**

Sitting, travel to and from relevant home, office and agency sites. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT**

The work environment characteristics include street locations, offices, shelters, hospitals and other agencies located throughout several different counties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**TO APPLY**

Please submit cover letter including salary requirements and current resume to Donald Schleicher, CFO, at [dschleicher@uhcsc.org](mailto:dschleicher@uhcsc.org)