



Accounting Manager

NALCAB - The National Association for Latino Community Asset Builders is the hub of a national network of more than 150 mission-driven organizations that are anchor institutions in geographically and ethnically diverse Latino communities in 40 states, Washington DC and Puerto Rico. Members of the NALCAB Network invest in their communities by building affordable housing, addressing gentrification, supporting small business growth, and providing financial counseling on issues including credit building and homeownership. As a grant maker and US Treasury certified CDFI lender, NALCAB supports the work of its member network with capacity building resources, capital and policy advocacy, and access to funding and technical assistance. NALCAB's work advances economic mobility for low- and moderate-income people. In close alignment with its core programmatic activities, NALCAB operates a fellowship to invest in next-generation leadership within its Network and hosts an annual training institute focused on culturally and linguistically relevant asset building services. Our mission: NALCAB strengthens the economy by advancing economic mobility in Latino communities.

The Role:

As the Accounting Manager, you will supervise and provide guidance for the entry and adjustment of accounting transactions; produce consolidated financial statements and other periodic financial reports and budgets. You will also assist in maintaining and recommending improvements to the system of internal accounting controls. The Accounting Manager ensures that the books are kept in compliance with generally accepted accounting principles and uniform guidance principles under 2 CFR 200. You will be expected to supervise other accountants in the performance of their duties.

Key Responsibilities and Duties:

- Oversee and manage the general accounting function, including accounts payable, accounts receivable, general ledger, and taxes.
- Prepare complete and accurate consolidated financial statements.
- Update and maintain organizational budgets and cash forecasts in collaboration with other staff.
- Develop staff by managing performance, setting goals, providing ongoing training, and maintaining strong employee relationships.
- Ensure correct and timely closing and reporting at year-end and work with external auditors.
- Assess current practices and procedures and make recommendations for improvements.
- Perform ad hoc analysis and projects as requested.



Qualifications:

- Bachelor's degree in Accounting or Finance.
- 5+ years progressive accounting experience, including supervisory role.
- Proficiency in bookkeeping and accounting processes.
- Thorough knowledge of U.S. GAAP.
- Possess knowledge of or be capable of learning non-profit accounting including restricted and unrestricted funds, revenue releases, project accounting and grant reporting.
- Knowledge of employee relationship-building and performance management techniques.
- Excellent verbal and written communication skills.
- Strong leadership skills with a dedication to driving and achieving results.
- Experience with accounting software (NetSuite, QuickBooks); advanced Microsoft Excel skills.
- High attention to detail and accuracy.

Benefits:

Our commitment to your success is enhanced by our competitive compensation and extensive benefits package including paid time off, medical, dental and vision benefits and future growth opportunities within the company. Plus, we work to maintain the best possible environment for our employees where people can learn and grow with the company.

Position Type:

Full-Time

Compensation:

Based on Experience

EEO Status:

Professional

Exempt Category:

Exempt

Location of Employment:

San Antonio, TX

To Apply:

To respond to this opportunity, please go to: <https://j.brt.mv/ATS/jb.do?reqGK=27652864>



NATIONAL
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NALCAB is a 501(c)(3) nonprofit

NALCAB is committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and staff without regard to race, color, religion, sex, pregnancy, national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, military and veteran status, and any other characteristic protected by applicable law. NALCAB believes that diversity and inclusion is critical to our success, and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool.