TEXAS HEALTH INSTITUTE
Job Description

TITLE: Accountant

REPORTS TO: Controller

BASIC FUNCTION: Responsible for accounting transactions and supporting accounting functions of Texas Health Institute (THI).

THI is an equal opportunity employer committed to inclusive hiring and dedicated to diversity in our work and staff. We do not discriminate in employment opportunities or practices based on actual or perceived race, color, religion, national origin, sex (including pregnancy, childbirth or related medical conditions), age, marital status, sexual orientation, gender identity or expression, veteran status, uniform service member status, disability, or any other characteristic protected by law. Women, people of color (including multilingual and multicultural individuals), LGBTQ+ persons, and people with disabilities are encouraged to apply.

MAJOR RESPONSIBILITIES/TASKS

- Own accounts payable process and software system ensuring accuracy, timely payment, proper program general ledger coding, and recording of transactions in accounting system
- Allocate payroll costs using payroll system data
- Create and maintain consistent project codes across various systems: payroll, accounting, payables
- Maintain relationships with account representatives from payroll, accounting, and payables software platforms
- Enter cash receipts and disbursements in the accounting system timely
- Maintain accurate and complete documentation for all transactions recorded in accounting system with a goal to always be audit-ready
- Prepare donor acknowledgement letters
- Prepare ad hoc financial reports
- Assist with information requests for the annual financial statement audit, federal single audit, and IRS Form 990
- Prepare, disseminate, and file annual IRS 1099 forms
- Maintain a self-development program for personal growth to increase professional effectiveness by broadening technical knowledge and organizational skills
- Other duties as assigned
POSITION REQUIREMENTS, KNOWLEDGE, SKILLS & ABILITIES:

NOTE: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to satisfactorily perform the essential functions of the job.

Supervisory Responsibility: None

Required:
- Associate degree in accounting
- Five years’ experience with progressive accounting responsibilities
- Three years’ experience with Abila MIP software or equivalent funding accounting software
- Working knowledge of Generally Accepted Accounting Principles
- Strong communication skills, both written and oral, with internal and external customers
- Ability to prioritize deadlines, and be self-motivated under minimal supervision
- Experience with MS Office applications
- Demonstrated commitment to THI values

Preferred:
- Bachelor’s degree in accounting
- Five years of nonprofit accounting experience
- Grant accounting experience
- Experience with Bill.com or similar cloud-based payment platform
- Interest in technology and innovation

Location: Austin, TX - Remote
Salary Range: $55,000–$60,000
Benefits: Full medical insurances; Short-term Disability; Retirement; Professional Development Support; Phone Allowance
Employment Type: Full-time

To Apply:

Please complete and submit THI job application along with your CV, cover letter, salary requirement, and three professional references to: swilkie@texashealthinstitute.org

Subject line: Attn: Accountant Application

Position will be open until filled. We anticipate this to be a highly competitive process. Only qualified candidates who meet the minimum requirements will be contacted.