



## Staff Accountant

Sorrell is pleased to partner with Amazing Place in its search for a new Staff Accountant. Amazing Place is a Houston nonprofit dedicated to its mission: *Empowering families facing the challenges of dementia and Alzheimer's & advancing brain health for all.* Amazing Place's Day Program, located inside its state-of-the-art wellness center, offers participants with mild to moderate dementia a place to thrive, where they are provided the best in health, family, and culinary services in addition to an evidence-based, meticulously planned curriculum. Alongside the Day Program, Amazing Place provides adults living with dementia, their families, and caregivers, as well as health professionals, congregations and the community-at-large with access to a full range of Family Caregiver Support programming (English and Spanish) and Brain Health Education initiatives. Over the last 28 years, Amazing Place has become a symbol of hope for so many whose lives have been disrupted by dementia. It has responded to the escalating diagnoses in the community and its family caregivers to enhance its mission to serve, support, and educate all in need.

### History

In 1996, a Houston pastor recognized the growing impact of memory loss facing his congregants. Those with dementia needed a safe place for socialization and stimulation, and their caregivers needed support and respite. In response to this need, he established The Seniors' Place in two church classrooms, with three staff members and three participants. Today, Amazing Place serves more than 6,800 people through its Day Program for adults with mild-moderate dementia and its dynamic Family Caregiver Support and Brain Health Education initiatives.

Currently there are 16 local congregations that form a collaborative Board of Directors, along with five At-Large members to govern and guide the organization. With the expected opening of a second Amazing Place facility in Katy, Texas in the Spring of 2025, the organization also has established a West Council of Congregations comprised of 12 additional congregations. Amazing Place also has additional leadership support through its Advisory Council consisting of health professionals and other community leaders.

Amazing Place's goal is to be the leading provider of dementia education and support services to create confident caregivers allowing those diagnosed to age in place as long as possible. Please see [www.amazingplacehouston.org](http://www.amazingplacehouston.org) for more information.

### Summary of the Position

Amazing Place is seeking a detail-oriented and highly organized Staff Accountant with experience in nonprofit accounting and QuickBooks. The ideal candidate will play a crucial role in supporting AP's financial operations, including serving as a backup for the Finance Coordinator and assisting with key accounting functions. The Staff Accountant will be responsible for booking journal entries, assisting with month-end close, balance sheet account reconciliations, preparing financial reports, and maintaining audit schedules. This is a full-time position reporting to the Finance Director.

## Essential Duties and Responsibilities

The Amazing Place Staff Accountant will perform the following essential duties:

- **Accounts Payable, Accounts Receivable and Billing Support:** Serve as a backup to the Finance Coordinator, managing accounts payable, billing, accounts & pledges receivable, posting contributions and other finance functions during their absence or as needed based on the volume of transactions.
- **Accounts Receivable Aging and Pledges Receivable Schedules:** Create and maintain updated accounts receivable and pledges receivable aging schedules.
- **Journal Entries:** Accurately book journal entries to ensure the integrity of financial data and support the preparation of financial statements.
- **Month-End Close:** Assist in the month-end closing process, including reconciling accounts, reviewing general ledger activity, and preparing adjusting entries.
- **Financial Reporting:** Assist with the preparation of monthly financial statements, budget-to-actual reports, and other reports as needed by the finance team.
- **Audit Support:** Maintain and prepare audit schedules, ensuring compliance with internal policies and external audit requirements.
- **QuickBooks Management:** Utilize QuickBooks for daily accounting tasks, ensuring accurate data entry and report generation.
- **Collaboration:** Work closely with the Finance Coordinator and other team members to ensure smooth financial operations and reporting.
- **Ad Hoc Tasks:** Perform additional duties and projects as assigned to support the financial goals of the organization.

## Essential Qualifications

- **Education:** Bachelor's degree in Accounting, Finance, or a related field.
- **Experience:** Minimum of 2-3 years of accounting experience, preferably in a non-profit organization.
- **Software Proficiency:** Strong proficiency in QuickBooks and Microsoft Excel.
- **Skills:**
  - Solid understanding of GAAP and non-profit accounting principles.
  - Excellent organizational skills and attention to detail.
  - Strong problem-solving abilities and analytical thinking.
  - Ability to manage multiple tasks and deadlines in a fast-paced environment.
- **Communication:** Strong written and verbal communication skills with the ability to collaborate across departments.

## Preferred Qualifications:

- Experience with month-end close, financial statement preparation, and audit support.
- Knowledge of non-profit accounting practices and compliance requirements.

## Certificates, Licenses and Registrations Required

- Current CPR and AED Certifications or willing to obtain and maintain.

## **Special Knowledge, Skills and Abilities Required**

Understands the concept of being a team player in a work environment where employees consistently come together for the greater good. Recognizes that the unpredictable nature of working with dementia patients could occasionally involve contributing more than your share of the workload to achieve a departmental or participant outcome. Maintains a cheerful communication style, demonstrating the necessary patience to work well with people who have mild to moderate dementia.

## **Competency**

Amazing Place's mission is to provide fellowship, memory care, and wellness for adults with mild and moderate memory loss, and to support their families and the community. Consequently, we feel that to fulfill this mission, we must strive to hire employees who possess the following qualities. A successful candidate must be:

- Respectful
- A Team Player
- Flexible
- Trustworthy
- Empathetic
- Considerate

To perform the job successfully, an individual should demonstrate the following competencies:

**Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

**Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

**Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

**Judgment** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

**Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

**Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

**Quantity** - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include Close vision. While performing the duties of this Job, the employee is regularly required to reach with hands and arms and talk or hear. The employee is regularly required to stand; walk and sit.

**Compensation**

Compensation is competitive and commensurate with experience. Attractive benefits package.

**Application and Referral Process**

Applicant review is currently underway and will continue until the candidate has been selected. To nominate or be considered for this position, please contact Priscilla Plumb at [priscilla@sorrellco.com](mailto:priscilla@sorrellco.com) /281.224.0881 or Stacie Gaff at [stacie@sorrellco.com](mailto:stacie@sorrellco.com) /832.594.1925. All inquiries will be held in confidence.

**About Sorrell**

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