

## Magnificat Houses, Inc. - Office Manager

**WHO WE ARE:** Magnificat Houses, Inc. (MHI) is a faith-based, non-profit, charitable, 501(c)(3) organization chartered by the State of Texas in 1968 and in adherence with the Federal Internal Revenue Code. Since 1968, Magnificat Houses has provided an alternative to the streets by sheltering, clothing, feeding, and providing mental health support and spiritual guidance to men and women as they rebuild their lives in community.

MHI privately operates:

- Residential group homes (16) offering emergency and 90 day Program housing to the homeless
- An accredited Clubhouse providing psycho-social day programs for the mentally ill
- A large downtown soup kitchen providing meals to the underserved

**SUMMARY/PURPOSE:** Magnificent Houses is seeking a full-time Office Manager for our business office, one who is adaptable and able to succeed in a small faith based, diverse, dynamic business office. He/she manages daily activities related to administrative and accounting functions. The Office Manager applies principles of accounting to process, analyze financial information and prepare financial reports and schedules from departmental data/transactions received from: MHI Residential Services, St. Joseph Clubhouse, and Loaves and Fishes Soup Kitchen.

**RESPONSIBILITIES:** Support MHI's faith-based mission, vision, and values; oversee the accounting function to ensure proper maintenance of the accounting system, internal controls and financial procedures; assure the six-person business is running efficiently as to business processes, software and supplies; performs all support functions, as needed.

Bi Monthly and Monthly Payroll:

- Process payroll, maintain employee data, record payroll in Sage 50 GL accounting system
- Analyze employee receivables, grants and other worksheet

Cash Receipts and Banking:

- Process cash deposits for Program Fees, SRO Rent, Donations, Foundations, Grants and Thrift store sales.
- Analyze and record deposits on G/L and reconcile bank statements
- Prepare monthly Texas sales tax return, invoicing for grants and analysis.

Accounts Payable:

- Process invoices including coding, entering into G/L, print and mail checks
- Perform Fraud and other controls
- Maintain business office petty cash account and payable analysis

General Ledger and Financial Accounting:

- Analyze G/L accounts, prepare monthly financial statements, budget and operational analysis, as required
- Assist with financial audit, Grant and other audits and annual filings

### **EDUCATION/EXPERIENCE:**

BS in Finance or Accounting with 3 to 5 years of proven accounting/bookkeeping experience (non-profit experience is a plus). Microsoft Office proficiency required. Previous G/L, payroll, accounts payable, account receivable preferred.

Suitable candidates should submit a cover letter, resume, and salary requirement\* via email to:

[Accounting@MHIHouston.org](mailto:Accounting@MHIHouston.org) with *Office Manager/Staff Accountant* on the subject line.

\* Applicants who do not include salary requirement may not be considered.