

Bookkeeper/Accountant

Magnificat Houses, Inc.

3209 Austin St.
Houston, TX 77004

Summary

Magnificat Houses, Inc. is seeking a full-time Bookkeeper/Accountant who can succeed in a faith-based, fast-paced, dynamic work environment. The Bookkeeper/Accountant provides account support to MHI Residential Services, St. Joseph Clubhouse, and Loaves and Fishes Soup Kitchen and the thrift store.

The Bookkeeper/Accountant is responsible for recording deposits, entering bills, cutting checks, processing payroll, reconciling accounts, generating financial reports, ordering supplies and other assigned duties.

Founded in 1968, Magnificat Houses, Inc. serves the neediest of our community by feeding the hungry, housing the homeless, assisting the mentally ill, and rehabilitating recovering addicts and ex-offenders while maintaining the utmost respect and dignity for the individual.

Educational/Experience Requirements

- BBA/Accounting degree preferred. Minimum 20 hours of accounting.
- Two to Four years of accounting & bookkeeping experience, preferably in a not-for-profit environment
- Strong analytical and problem-solving skills
- Experience in reconciliation of general ledger and bank accounts
- Excellent computer skills, including Microsoft Excel, Word, and PowerPoint

Requirements

- Excellent oral and written communication skills
- Ability to write reports and business correspondence
- Volunteering and or working with a non-profit organization, preferred

Interested candidates may send a cover letter, salary expectation,* and resume to accounting@mhihouston.org and place Bookkeeper/Accountant on the subject line.

*Candidates who do not include salary expectation may not receive further consideration.