

# General Ledger Accountant

## Magnificat Houses, Inc.

3209 Austin St.  
Houston, TX 77004

### **Summary**

Magnificat Houses, Inc. is seeking a full-time General Ledger Accountant who can succeed in a faith-based, fast-paced, dynamic work environment. The G/L Accountant applies principles of accounting to analyze financial information received from Residential Services, St. Joseph Clubhouse, and Loaves and Fishes Soup Kitchen and prepares financial reports and schedules.

The G/L Accountant is responsible for month-end close, reconciliations, and analysis while providing assistance for: Grant and Foundation financials in applications, recording deposits, entering bills, cutting checks, processing payroll, reconciling accounts, generating financial reports 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.
- Three to Five years of accounting & G/L experience, preferably in a not-for-profit environment
- Strong analytical and problem-solving skills
- Experience in reconciliation of general ledger and bank accounts
- Familiarity with FASB and GAAP statements and standards
- 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](mailto:accounting@mhihouston.org) and place G/L Accountant on the subject line.

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