

## Program Accountant Full-Time

Recovery Resource Council, a 77-year-old agency located in Dallas and Fort Worth is seeking a Senior Staff Accountant to perform the following functions.

The Program Accountant is responsible for full-cycle accounting functions for assigned projects and programs and serves as accountant, financial analyst, and advisor to project and program owners. This position manages a multitude of accounting activities including general ledger preparation, grant reporting, data entry, year-end audit preparation and the support of budget and forecast activities – all while managing and meeting various deadlines. This position works closely with the Controller, CFO, HR Directors of East/West Campuses, and Program Directors. The Council is a hybrid (in-person/virtual) organization which would allow this position to telecommute at least 80% of the time.

### Essential Job Duties and Responsibilities

- Manages assigned contracts and grants which includes preparing monthly financial statements and/or invoices with supporting documentation, comparing expenses to contracted budgeted amounts for accuracy and variances within contract terms, and answering inquiries made by program staff and/or directors.
- Prepares budgets, analysis, and forecasts of assigned projects.
- Serves as principal liaison between the accounting department and assigned programs.
- Completes and reviews costing allocations of staff for assigned projects and programs.
- Conducts revenue recognition of assigned programs ensuring documentation and compliance is completed.
- Assists with Accounts Receivable and/or Accounts Payable functions as it relates to assigned projects and programs.
- As necessary, assists in reviewing and providing support for monthly allocations of various organization expenses, including periodic reviews of methodology and monthly journal entries.
- Supports balance sheet and income statement account reconciliations as assigned monthly.
- Assists with the annual audit process as assigned.
- Builds and cultivates relationships internally and externally and provides business development support and input where there is opportunity.
- Emulates Council Core Values
- Contributes to team effort by completing other projects and tasks as assigned.

### Education/experience requirement

- 3+ years of progressively responsible experience in a non-profit setting in an accounting, finance, or bookkeeping role.
- Familiar with GAAP and FASB compliance as well as contract/federal awards fiscal compliance
- Strong organization and attention to detail, professional presence, strong customer relations skills and ability to maintain strict confidentiality.
- Ability to perform duties as a team player / problem-solver and work in stressful situations, accommodate change, and meet deadlines.
- Prior experience with Abila MIP / Microix accounting software preferred.

### Benefits

- The Council takes pride in hiring “A” Team players that have a passion for non-profit work. Additionally, the Council offers a rich benefits package that includes health insurance, life insurance, 401K, accrual of paid time off, paid holidays and Teladoc.



Working Conditions: Primarily in an office environment with flexible telecommuting options; will be expected to travel as needed. Periodic weekend or evening work is expected.

**If interested please email your letter of interest and resume to Margie Hatcher,  
[m.hatcher@recoverycouncil.org](mailto:m.hatcher@recoverycouncil.org)**