



STAFF ACCOUNTANT

WiNGS is a non-profit agency that supports women in realizing their fullest potential and a path to a better life. We support women in becoming strong mothers, successful in the workplace and financially secure. Formerly known as the YWCA of Metropolitan Dallas, WiNGS serves nearly 2,000 individuals each year. If you want to make a lasting impact in the lives of women and children in Dallas County, work with a team of passionate professionals in an evolving organization - WiNGS is a place for you.

JOB DESCRIPTION SUMMARY:

Reporting to the CFO, this position is responsible for accounts payable, accounts receivable (excluding contributions), cash receipts and financial analysis. The position supports the CFO while following Generally Accepted Accounting Principles (GAAP).

This position is hybrid remote/in-office and should be able to execute effective team building and program monitoring through virtual means. Proficiency with technology is essential during remote work and on-premises.

PRIMARY RESPONSIBILITIES:

- Assist the CFO with the day-to-day, monthly, and year-end operations of the Accounting Department including analysis of financials, budget review, and external audit assistance.
- Serve as secondary and backup for A/P Specialist with processing and recording of accounts payable transactions and ensure that all invoices are paid accurately, timely and in accordance with policies and procedures.
- Process cash receipts and generate cash reports as requested. Record revenues and receivables. For contributions, work with the Development Team to ensure that revenues and receivables in the accounting software are reconciled with the fund-raising database monthly.
- Serve as secondary and backup for A/P Specialist with processing functional and benefits expense allocations, and amortization of prepaid expenses.
- Perform fixed assets depreciation (includes addition/disposal of fixed assets and reviewing inventory log for accuracy), monthly accruals, and recording of adjusting and reclassification journal entries for approval by CFO.
- Perform accounts analysis and reconciliations to include fixed assets, employer's benefit costs, accruals, and prepaid expenses.
- Prepare billing support for reimbursement grants.
- Monitor vendor contracts for renewals
- Effectively communicate and provide customer service to management, supervisors, and employees with purchasing or accounting questions.
- Report any suspicious or questionable activities or situations discovered in performing duties.
- Perform any other clerical or administrative tasks as assigned by the CFO.

KNOWLEDGE & EXPERIENCE

- Bachelor's degree in accounting, finance or related field or three years Accounting experience required.
- At least on year of accounting experience in nonprofit accounting required.
- Exhibit a strong work ethic with the ability to work with minimal supervision.
- Proficiency in Microsoft Office applications required.
- Knowledge of Sage Intacct software a plus.
- Strong and proven interpersonal communication skills with all levels of management, customers, and staff.
- Strategic written and verbal communication skills.
- Strong organizational and time management skills; ability to prioritize and meet deadlines.
- Ability to maintain strict confidentiality.
- May be required to work during non-standard office hours as needs arise (evenings/weekends).

We offer competitive compensation and comprehensive benefits, including medical, dental, vision, and life insurance, short- and long-term disability plans and retirement. WiNGS is an Equal Opportunity Employer.

HOW TO APPLY:

For immediate consideration, qualified candidates should submit a resume or application to jobs@wingsdallas.org. Job applications can be found on our website at <https://wingsdallas.org/about-us/jobs/>.