

ACCOUNTING/SCHOLARSHIP ASSISTANT JOB ANNOUNCEMENT

The San Antonio Education Partnership, a non-profit 501(C)(3) organization, seeks a motivated professional to serve as an Accounting/Scholarship Assistant.

The San Antonio Education Partnership

The Accounting/Scholarship Assistant performs routine accounting duties related to the preparation, processing, and maintenance of financial and scholarship-related records. The Accounting/Scholarship Assistant consistently demonstrates San Antonio Education Partnership's (SAEP) core values of communication, integrity, excellence, respect, innovation, and teamwork internally and publicly.

- **Accounting:**

- Responsible for credit card reconciliations monthly including collecting outstanding receipts.
- Responsible for reconciliation of all bank accounts as well as all money market accounts monthly.
- Prepares all MOU invoices for school districts for submission on an annual basis.
- Reviews printed employee timesheets to ensure accuracy.
- Collects in-kind monthly donations to determine fair market value and prepares a summary for journal entry to Quickbooks.
- Reviews all employee mileage requests for accuracy and submits for processing monthly.
- Processes payments for all Accounts Payable utilizing Cost Allocation methodology to determine the correct funding source as necessary.
- Prepares, coordinates, and facilitates emergency aid payments as scheduled.
- Ensures accurate, timely, and proper processing of Purchase Requisitions.
- Drafts, reviews, and assists with negotiating RFPs for vendor agreements, to ensure compliance with City of San Antonio's SBEDA program.
- Prepares monthly reports, submits, and resolves discrepancies of compliance issues for SBEDA vendors as necessary.
- Prepares annual SBEDA Utilization Plan through analysis of vendor utilization to determine fiscal year's allocation.
- Reviews and reports to CFO quarterly vendor payments to ensure adherence to SBEDA Utilization plan regarding allocated funds. If needed, prepares, and submits approved amendments.
- Assist with annual financial audit preparation including reconciliations and financial statements of all accounts.
- Performs related duties and fulfills responsibilities as required.

- **Scholarships:**

- Serves as the primary point of contact for Scholarship administration. Duties include but are not limited to: data collection and entry; internal statistical reporting regarding enrollment and award administration; creating and sending institution-specific scholarship lists; communications with students, parents, and college representatives; and production of requested reports.
- Evaluate the Scholarship program in collaboration with the leadership team on a regular basis and make necessary changes to the processing guide.
- Verifies student academic progress to evaluate continued scholarship eligibility and approves or denies student appeals.
- Assists with annual programmatic audit preparation including gathering and submitting requested documents.

Qualifications

- Associate's degree (or college hour equivalent) from an accredited college or university with major coursework in Business Management, Accounting, or a related field.
- 1 – 3 years experience in bookkeeping principles and practices with a focus on preparing routine financial reports and statements.
- Proficient in Microsoft Office and Windows environment, including word processing, Outlook, calendaring, spreadsheets, databases (Salesforce), and QuickBooks Accounting software.
- Bilingual in Spanish, Vietnamese, Arabic, Chinese, Korean, Tagalog, Gujrati, or Pashto preferred but not required.
- Knowledge of information-gathering techniques, processes, practices, and data security
- Demonstrated ability to propose and implement plans and strategies.
- Ability to communicate clearly and effectively, both verbally and in writing, demonstrates approachability.
- Ability to work effectively with diverse stakeholders, fosters an environment of positivity and focused results.
- Strong sense of self-motivation, ability to work with minimal supervision, creates priorities, and ability to function effectively with multiple projects on short timelines.
- Valid driver's license and personal vehicle insurance; provide proof of minimum state-required insurance indicating individual insured for the specific vehicle to be used for work travel.

Working Conditions

- This position may require some evening and weekend hours.
- This position is located in an office at 131 El Paso St., San Antonio, Texas 78204.

Physical requirements

- Subject to sitting, standing, and walking to perform the essential job functions.

Direct Reports

- None

To Apply

Qualified candidates should forward a letter of interest, a resume, and three references to:

San Antonio Education Partnership
Attn: Nangie Lowrie, Operations/HR Manager
131 El Paso
San Antonio, TX 78204
nlowrie@saedpartnership.org

Salary: \$40,000-\$50,000+ full-time benefits to include health, dental, and life insurance, Paid Time Off, paid holidays, and 401(K) plan with match

The San Antonio Education Partnership is an Equal Employment Opportunity Employer