San Antonio Council on Alcohol & Drug Awareness

https://sacada.org/job/staff-accountant/

Staff Accountant

Hiring organization
San Antonio Council on Alcohol and Drug Awareness

Employment Type
Full-time, On-site

Job Location
7500 US Hwy 90 West, Ste. 201, San Antonio, TX 78227

Base Salary
$ 60,000 - $ 63,000

Date posted
October 29, 2026

Description

Seeking a motivated staff accountant committed to continuous learning and problem solving to join our finance team at a mission-driven organization supporting people and families when they need it most. If you're someone who thrives on challenges, enjoys developing practical solutions, and keeps building your skills, then you would be a strong fit."

This position is responsible for assisting with maintaining the accounting system and financial records for the agency. The Staff Accountant will hold and adhere to the highest standards for ethics, accountability and stewardship of the Council's finances. Responsible for preparing reports internally and externally necessary for grants and agency.

REPORTS TO: CFO

CORE DUTIES

- Assists in maintaining the general ledger and chart of accounts in accordance with generally accepted accounting standards and grant requirements.
- Completes month end close process and runs associated printed and electronic reports.
- Prepares monthly reconciliations on balance sheet accounts.
- Assists with financial statement preparation.
- Assists with compiling reports in accordance with grant financial requirements.
- Assists with state and federal compliance reporting.
- Assists with monthly billing and audits to state and federal funders
- Gathers information for annual audit.
- Assists with agency special events.
- Provides ad hoc reporting as needed.
- Other duties, as assigned.

EDUCATION/TRAINING WORK EXPERIENCE/SKILLS REQUIREMENTS

- Bachelor's degree in accounting.
- Familiar with Non-Profits Accounting Software, prefer Skilled with QuickBooks for Non-Profits.
- Minimum 5 years' experience as an accountant. Non-profit experience and familiarity with state cost reimbursement a plus.
- Detail oriented, with excellent inter-personal, organizational, and communication skills.
- Understanding of office systems (including computers and relevant equipment and software).
- Intermediate level skills with Microsoft Office, and above average Excel spreadsheet skills.
- Ability to accurately record and report figures.
- Excellent organizational skills.

- Demonstrated skill and work experience in similar position.
- Demonstrated ability to work both independently and as a team with high level of reliability, confidentiality and ethics.
- Experience working with culturally diverse populations.

OTHER REQUIREMENTS

- To have a valid, current Texas Driver's License, a vehicle and vehicle insurance.
- Lift, push or pull up to 30 pounds.
- Repetitive keyboarding for an hour at a time.
- Will work on the computer for up to an hour at a time.
- Will be required to bend, stoop or climb stairs in the usual course of a work environment either at the facility or at a school or community location.

ADDITIONAL REQUIREMENTS

- Must be able to lift, pull, and carry up to 30 lbs.
- Must have reliable transportation and provide your own transportation to and from assignments. You will be reimbursed for mileage at the rate allowed by State programs.
- Must be able to work occasional outdoor activities and handle outdoor environmental elements.
- Must be willing to work nights and weekends when needed.

In addition to the above, the accountant shall demonstrate a commitment to the philosophy and goals of the San Antonio Council on Alcohol and Drug Awareness and a level of energy commensurate with the Council's expectations.

HOURS: This is a full-time position, in office, Monday through Friday, 8:00 AM – 5:00 PM with 1 hour for lunch.

OUT OF TOWN TRAVEL: Not required.

BENEFITS TO INCLUDE: Paid holidays, Personal Quarterly Days, Annual Leave, Sick Leave, Retirement Plan, Health Benefits (after 60 days introductory period), Great work/life balance

***Cover letter Required*
Do you have a Bachelor's degree in accounting?
How many years' experience do you have as an accountant?
Do you understand this position is not remote, but in person onsite M_F and you can meet that requirement?
How long is your commute to SACADA if you got the position?
What is your salary requirement?

TO APPLY: Email Gloria Solis at gsolis@sacada.org your resume and completed SACADA Employment Application or fax to 210-225-4768.

SACADA is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.

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