ADP TOTALSOURCE / AIDS FOUNDATION HOUSTON, INC. JOB DESCRIPTION
JOB TITLE: Accounting Administrator

Reports to: Chief Finance Officer **Status: Exempt**
Department: Finance **Date: September 2025**

SUMMARY:
This position is primarily responsible for maintaining and analyzing Allies in Hope payable and payroll processes, ensuring timely and accurate invoice processing, reconciliation, and compliance with company policies and financial regulations. This role involves extensive data entry tasks, vendor management, and collaboration with internal departments to optimize AP and payroll workflows and improve financial efficiency. Prepares weekly accounts payable checks and ACH payments. Reviews and manages semi-monthly payroll. Maintains and monitors Allies in Hope cash flows. Oversee personal action forms to ensure timecards are coded correctly to current grant funding by working with human resources and managers.

CORE COMPETENCIES: **Ethical-**Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values. **Leadership**-Exhibits confidence in self and others; inspires and motivates others to perform well; accepts feedback from others; gives appropriate recognition to others. **Professionalism**-Approaches others in a tactful manner; reacts well under pressure; treats other with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments. **Initiative**-Volunteers readily; undertake self-development activities; seeks increased responsibilities; takes advantage of opportunities; asks for and offers help when needed. **Interpersonal/Communication Skills**-Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to new things; manages difficult or emotional situations; responds timely to client needs; solicits feedback to improve service; meets commitments. **Oral Communication** -Speaks professionally in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings. **Written Communication** -Writes clearly and informatively; edits work for spelling and grammar; varies style to meet needs; presents numerical data effectively; able to read and interpret written information. **Problem solving**-Identifies and resolves problems in a timely manner; works well in-group problem solving situations; uses reason when dealing with emotional topics. **Judgment**-Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

Duties:
1. Ensure invoice coding aligns with company chart of accounts and grant funding.
2. Maintain and update vendor records, including tax IDs, payment terms, and banking details.
3. Process expense reports and ensure compliance with company policies.
4. Process payments via checks, ACH, and wire transfers.
5. Uploads weekly positive pay check report to the bank.
6. Is responsible for monitoring daily bank functions via internet including transmittal of checks and approval of outstanding items through positive pay.
7. Verify insurance premium payments and process check request.
8. Ensure insurance premium payments are mailed out timely by utilizing a checklist.
9. Researches cashed checks using Frost banking software.
10. Reconcile vendor statements to ensure all invoices are accounted for and processed.
11. Identify and resolve discrepancies in invoices and payments.
12. Serve as the main point of contact for vendor inquiries regarding payment and invoice status.
13. Communicate with internal teams to resolve invoice discrepancies.
14. Prepares daily cash activity needed for the monthly cash flow report as directed by CFO to assure cash flow needs are met.
15. Processes agency payroll semi-monthly through ADP Total Source, including employee deductions for insurance and savings plans.
16. Processes pay period ending reports for payroll, postage, criminal background checks, health, life insurance, VALIC and various other reports using MIP.
17. Maintains employee records, checks and payroll reports.
18. Calculates and processes manual checks and bonuses.
19. Process and corrects discrepancies in trial and final semi-monthly payroll to ensure accuracy before submitting to ADP.
20. Audits all payroll paperwork, including timesheets, paychecks, and payroll reports and personnel forms.
21. Monitors personal action forms for all employees to ensure timecards are coded correctly to current grant funding.

22. Maintains and pays employee retirement accounts on a timely basis.
23. Consults with HR on employee issues, timesheets and records.
24. Assists Senior Accountant as a backup when necessary.
25. Is responsible for month-end closing monitoring.
26. Responsible for preparing schedules and reports and providing other necessary information as requested to facilitate the annual independent audit process as directed by the CFO..
27. Assists the Director of Grants Management and Senior Accountant in developing appropriate departmental policies and procedures in accordance with generally accepted accounting principles as directed by the CFO.
28. Documents all aspects of job responsibilities, participating in cross training as directed by CFO to assure back up staffing is available when needed.
29. Assists the CFO in assigned projects which support various aspects of agency budget development, budget forecasting, revisions, and analysis as directed by the CFO.

DUTIES AND TASKS

Planning and Implementation

1. Prioritizes and plans work; uses time efficiently; plans for additional resources; sets goals and objectives.
2. Create position, program, department, and agency plan, as assigned.
3. Utilize position and knowledge to add to the development of case management and group services.
4. Read and implement the agency Strategic, Annual and Departmental plans.
5. Use calendar to schedule work duties, meetings, and planning activities.

Program Compliance Expectations

1. Implement policies, best practices, guidance, standards to create framework for effective case management services.
2. Implement department programming and selected service model.
3. Understand and implements program /department organizational development to increase efficacy, better services, and outcomes.
4. Use and ensure the compliance of all protocols as required by funding sources.
5. Complete and submit timely and accurate documentation; financial/program paperwork, forms, letters, surveys, reports, meeting notes, and all other required correspondence, ensuring it is according to departmental standards.
6. Knowledge of general office practices and procedures and uses them effectively to streamline work.
7. Report to the program supervisor on the overall successes and issues regarding program.
8. Through the Quality Management Program look for ways to improve and promote quality; demonstrates accuracy and thoroughness.

Agency Compliance

1. Consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
2. Follow instructions; takes responsibility for own actions; keeps commitments; commits to complete additional work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.
3. Read, understand, and follow Allies in Hope Policies and Procedures.
4. Maintain appropriate levels of documents regarding files, reports, correspondence, personnel, and financial paperwork.
5. Understand and meet the expected client outcomes.
6. Attend meetings as scheduled.
7. Communicate proactively and professionally with peers and stakeholders through phone and emails.
8. Follow all regulatory requirements for reporting suspected abuse or neglect.
9. Allies in Hope requires all employees to be vaccinated against COVID-19 within 30 days of beginning service and requires a COVID-19 negative result conducted no more than 72 hours prior to beginning service from an FDA-approved antigen test.

Stakeholder Interactions/Relationships

1. Form professional relationships with all stakeholders - clients, target populations, donors, volunteers, interns, vendors, and community partners.
2. Ability to be culturally and linguistically competent in serving the needs of diverse clientele including but not limited to all racial, minority, and ethnic groups, substance abusers, homeless, gay/lesbian, bi-sexual, transsexual, and transgender populations.
3. Provide professional level presentations to internal and outside groups on homelessness, housing and HIV and AFH services.

Team Relationships

1. Balances team and individual responsibilities; exhibits objectivity and openness to others' views
2. Gives and welcomes feedback.
3. Act respectfully and supportively towards other team members efforts to meet the mention.
4. Work as a highly cooperative member of the Allies in Hope staff and volunteers to accomplish agency and departmental goals.
5. Accept responsibility and willingness to be accountable by not blaming others for work product or issues.

EDUCATION AND/OR EXPERIENCE

Level of Education: Bachelor's Degree in Accounting or Business Administration from four-year college or university is preferred; three to four years related experience and/or training; or equivalent combination of education and experience.

Work Experience: Experience in finance or accounting departments, preferably with a non-profit organization.

Additional Requirements:

- Strong analytical and organizational skills
- Ability to satisfactorily utilize computer applications, including spreadsheet (Excel) and word processing programs (MS Word), and MIP NPS Accounting Software in a Windows 10 environment
- Attention to detail in maintaining accurate records and documentation
- Ability to work as a highly cooperative member of a team to accomplish departmental and agency goals

ADDITIONAL QUALIFICATIONS

Computer Skills

To perform this job successfully, an individual should have basic proficiency in database software; Internet software; Spreadsheet software and Word Processing software. Knowledge and experience in database development and/or data management, preferably in a nonprofit setting.

Language Skills

Ability to read and write at a professional level: to read, analyze, and interpret and implement general business documents, professional journals, technical procedures, or governmental regulations and write reports, business correspondence, and procedure manuals. Ability to gather data, analyze information and interpret information to build useful and required reports or presentations. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to adapt a budget into a tracking form and understands the basics of a budget.

Reasoning Ability

Ability to prioritize multiple tasks by using reasoning to determine priorities. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or listen. The employee is frequently required to sit. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

1. Ability to perform routine bending/stooping while filing and performing office/outreach duties.
2. Ability to perform routine twisting/reaching while working at computer/desk and performing office/outreach duties.
3. Ability to perform routine walking/standing during course of day and while performing office/outreach duties.
4. Ability to hear and speak well enough to converse over telephone and while performing education and outreach duties 100% of the time.
5. Ability to see well enough to use computer efficiently and read computer reports and correspondence 100% of the time.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Print Name	Signature	Date
William J. Campbell	William J. Campbell William J. Campbell (Oct 8, 2026 14:31:40 CDT)	10/08/2026