



# Pathways to Resilience

## Position: Staff Accountant

**Salary:** Depending on Qualifications

**Job Type:** Contract (11 months)

**Location:** Houston, TX

**Job Number:** 2025-01

**Department:** Accounting

**Division:** Administration Services

**Opening Date:** 01/01/2025

**Closing Date:** 01/31/2025

**Job Summary:** We are seeking a detail-oriented and motivated **Staff Accountant** to join our growing team at Pathways to Resilience, LLC. The Staff Accountant will be responsible for managing daily accounting operations, preparing financial reports, and ensuring compliance with applicable laws and regulations. This position is ideal for a candidate with strong analytical skills and a passion for accuracy.

### **Responsibilities:**

- Manage the processing and data entry of cash receipts and Accounts Receivable invoices.
- Act in a supporting role for Accounts Payable, including the review and reconciliation of invoices to ensure correct matching with purchase orders and goods receipts.
- Contribute to the efficient closing of accounts at month-end and year-end.
- Oversee reporting for fixed assets and intangibles, which includes recording acquisitions, disposals, depreciation, and amortization, and maintaining support schedules.
- Regularly reconcile intercompany and related party accounts.
- Undertake filing and other miscellaneous duties as assigned, demonstrating adaptability to changing routines.
- Collaborate effectively with the team to complete assigned tasks.
- Proactively identify opportunities for cost reduction.
- Provide necessary support to the Accounting Department as required.

### **Qualifications:**

- Must reside in Houston Harris County, Texas or surrounding areas.
- Bachelor's degree in Accounting, Finance, or related field.
- Minimum of 2 years of experience.
- Proficiency in accounting software (e.g., QuickBooks, Xero) and Microsoft Excel.
- Solid understanding of GAAP and tax compliance requirements.
- Excellent attention to detail, organizational, and analytical skills.
- Ability to handle sensitive financial information with confidentiality.
- Strong communication and interpersonal skills.



# Pathways to Resilience

## **Preferred Qualifications:**

- Experience in an LLC environment is a plus.
- CPA or CPA candidate preferred.
- Experience with payroll processing and tax reporting.
- Knowledge of financial analysis tools and reporting systems.
- Grant writing is a plus.

## **Benefits:**

- Competitive salary based on experience.
- Professional development opportunities.
- Flexible hours.
- Work from home (temporarily).

**How to Apply:** Interested candidates should submit their resume and a cover letter to [contact@p2rconsulting.com](mailto:contact@p2rconsulting.com). Please include "Staff Accountant Application - [Your Name]" in the subject line.

*Pathways to Resilience, LLC is an equal opportunity employer and values diversity in the workplace.*