



Job Title: Shared Services Accountant

Job Type: Full Time; Exempt

Reports to: Chief Financial Officer

Purpose:

Waco Foundation is a charitable organization that provides grants and other charitable services in McLennan County, Texas. As part of its mission to strengthen the nonprofit sector, the Foundation also provides shared accounting and financial management services to nonprofit organizations at affordable rates.

The Shared Services Accountant is a full-time position responsible for providing outsourced accounting, bookkeeping, financial reporting, and advisory services to multiple nonprofit clients. This position serves as both an accountant and trusted business partner, helping nonprofit organizations maintain accurate financial records, strengthen financial processes, improve operational efficiency, and support sound financial decision-making.

Nature of Work:

Work at the Waco Foundation is highly suited for the individual who has a passion for improving the world and particularly the local community, working very hard, problem solving, personal growth, and working with others. All positions at the Foundation offer opportunities for advancement and growth as a result of sustained, dedicated work of employees.

Essential Duties:

Client Accounting & Financial Management

- Serve as the primary accounting contact for multiple nonprofit client organizations.
- Maintain accurate general ledger activity for assigned clients.
- Manage full-cycle bookkeeping functions including accounts payable, accounts receivable, payroll coordination, journal entries, cash receipts, and bank reconciliations.
- Prepare and review monthly financial statements, budget-to-actual reports, cash flow reports, and supporting schedules for nonprofit clients.
- Monitor and maintain client chart of accounts and recommend improvements to financial reporting structures.



- Assist clients with annual budgets, forecasting, grant tracking, and restricted fund accounting.
- Prepare month-end and year-end closing entries and supporting documentation.
- Coordinate with external auditors, tax preparers, and client leadership teams during audits and annual reporting processes.
- Ensure compliance with nonprofit accounting standards, grant requirements, and internal financial controls.

Support grant accounting activities, including budgeting, reporting, expense allocations, and compliance tracking.

Advisory & Client Service Responsibilities

- Build strong professional relationships with nonprofit clients through responsive communication and excellent customer service.
- Provide financial and operational guidance to nonprofit clients in a professional and approachable manner.
- Assist clients in understanding financial statements and identifying trends, risks, and operational opportunities.
- Recommend process improvements to strengthen accounting procedures, internal controls, workflows, and financial reporting accuracy.
- Support nonprofit clients with accounting software best practices and operational efficiencies.
- Assist with onboarding new clients, including file setup, process review, and transition planning.
- Identify opportunities for additional shared services support and operational consulting.

Transaction Processing & Operational Support

- Process invoices ensuring proper coding, approvals, and supporting documentation.
- Review general ledger activity for posting accuracy and recommend corrections or reclasses as needed.
- Support payroll processing and related reconciliations in coordination with client leadership and third-party providers.
- Maintain organized electronic records and documentation for all assigned entities.

Other Responsibilities and Duties:



- Develop expertise in Waco Foundation culture, accounting systems, reporting tools, and nonprofit operational practices.
- Assist with development and documentation of standard operating procedures and workflow improvements.
- Participate in special projects, reporting initiatives, and cross-functional support as requested.
- Research accounting, compliance, and nonprofit operational topics as assigned.
- Expand professional knowledge through continuing education, training, and cross-training opportunities.
- Support the Foundation's mission and community engagement efforts as appropriate.

Qualifications:

- Bachelor's degree in Accounting, Finance, or related field preferred; equivalent experience considered.
- Minimum of 3–5 years of accounting or bookkeeping experience, preferably serving multiple entities or clients.
- Strong working knowledge of QuickBooks Online required.
- Experience with nonprofit accounting, fund accounting, or grant tracking strongly preferred.
- Demonstrated experience preparing financial statements, reconciliations, and month-end close processes.
- Strong understanding of general ledger accounting and debits/credits.
- Excellent organizational skills with the ability to manage multiple clients, deadlines, and priorities simultaneously.
- Strong analytical and problem-solving abilities with high attention to detail and accuracy.
- Ability to work independently while maintaining proactive communication with supervisors and clients.
- Strong interpersonal and client relationship management skills.
- Excellent written and verbal communication skills.
- Advanced proficiency in Microsoft Excel and Microsoft Office applications.
- Highest ethical standards, professionalism, discretion, diplomacy, and ability to maintain confidentiality.
- Demonstrated commitment to service, teamwork, and continuous improvement.



- Interest in working in a dynamic, mission-driven environment with opportunities for growth and advancement.

Work Hours:

Monday through Friday 9:00 a.m. to 5:00 p.m. with an hour lunch. This position requires the ability to resolve issues outside of scheduled work hours as needed. Waco Foundation values the well-being of all employees which includes a healthy work-life balance. Schedule flexibility may be available for some positions at the discretion of the immediate supervisor and executive director.

Pay Rate:

Commensurate with education and experience.

Physical Characteristics:

Strength, dexterity, coordination, and vision to use a keyboard and video display terminal daily for long hours during the day. Occasionally lifting objects weighing up to fifty pounds and reaching for items above or below desk level. Physical ability to frequently sit at a

computer, stand and walk for extended periods of time, perform repetitive movements and work in confined areas. A valid driver's license, access to a working, reliable vehicle for everyday use and the ability to travel are also necessities.

THIS JOB DESCRIPTION PROVIDES A GENERAL DESCRIPTION OF THE DUTIES OF THE POSITION. IT IS NOT EXHAUSTIVE. MANAGEMENT HAS THE SOLE DISCRETION TO MODIFY THESE DUTIES BASED ON ITS REASONABLE BUSINESS JUDGEMENT AND ECONOMIC FACTORS.