



Job Title: Accounting Clerk

Position Summary: The Meadows Mental Health Policy Institute (“MMHPI”), a high performing, dynamic organization seeks a resourceful, detail-oriented, self-starter to grow with the Institute and serve as Accounting Clerk. The Accounting Clerk will work closely with management and staff on a wide variety of daily activities to support the accounting and financial reporting needs of the Institute. The work location for this position is in Austin or Dallas, TX, but has the flexibility offered by a remote work situation. Statewide travel may be required (10%).

Responsibilities:

- Process accounts payable and cash receipts transactions on a daily basis.
- Communicate with vendors via phone or email to answer inquiries or clarify issues.
- Reconcile vendor balances in accounting system with the vendor statements.
- Coordinate with other departments to solve AP-related problems.
- Set up vendors in the system according to instructions.
- Assist with reconciliation of bank accounts.
- Assist with reconciliation of credit cards.
- Assist with payroll-related matters.
- Assist in completing an accurate and timely monthly, quarterly, and year-end close.
- Assist with audit schedule preparation.
- Assist with audit by pulling out documents.
- Assist with 1099 records and annual submissions.
- Help maintain the Institute’s electronic filing system.
- Help with other financial analyses and administrative tasks as appropriate.
- Some duties may require access to reliable personal transportation though the Institute assumes responsibility for all business expenses associated with such travel.

Required Qualifications:

- Understanding of fund accounting and Generally Accepted Accounting Principles (GAAP).
- 6 months - two years general accounting experience.

- Bachelor's degree in accounting, finance, or a similar field, or demonstrated success in a relevant professional field.
- Proficiency with accounting databases and systems.
- Proficiency with email and Microsoft Office applications, including Excel and Word.
- Excellent organizational skills, including the ability to manage multiple tasks and projects simultaneously while meeting deadlines.
- Strong communication and interpersonal skills.
- Ability to work in a fast-paced and dynamic organization.
- Flexibility in working with new issues, topics, and approaches.
- Ability to act and operate independently with minimal daily direction to accomplish objectives.
- Equivalent combination of relevant education and experience may be substituted as appropriate.

To Apply

Qualified applicants are encouraged to submit their resume, cover letter, and three references to: careers@texasstateofmind.org

Please use "Accounting Clerk" as the subject line for your email.

About Meadows Mental Health Policy Institute

The Meadows Mental Health Policy Institute is a nonpartisan, nonprofit organization that supports the implementation of policies and programs that help Texans obtain effective, efficient mental health care when and where they need it. The Institute's vision is for Texas to be the national leader in treating people with mental health needs. For more information about the Meadows Institute, please visit: www.texasstateofmind.org

The Meadows Mental Health Policy Institute is committed to equality of opportunity in all aspects of employment and provides full and equal employment opportunities to all employees and potential employees without regard to race, color, national origin, religion, gender (including pregnancy, childbirth, and related medical conditions), physical or mental disability, age, citizen status, veteran status, genetic information, or any other legally protected status.