



Texas Success Center

Accountant, Texas Success Center

The Organization

The [Texas Success Center](#) (the Center) embodies a pivotal initiative dedicated to fostering economic prosperity across Texas through career-focused postsecondary success. Established by the Texas Association of Community Colleges (TACC) through its 501(c)(3) non-profit affiliate, the Texas Community College Education Initiative (TCCEI), the Center's mission is to spearhead the statewide coordination of a comprehensive student success strategy, enhancing the linkage between community college practices, research, and policy.

With the invaluable support of the Center, colleges are empowered to build and expand their capabilities, implementing and scaling practices that enable a greater number of students to earn meaningful credentials, seamlessly transfer to universities without losing credit, and secure and progress in valuable careers within the labor market.

Over the past 11 years, the Texas Success Center has witnessed a remarkable growth trajectory, expanding the breadth and depth of services to all TACC member colleges, documenting the rapid statewide scaling of essential practices, and achieving significant enhancements in student outcomes. This growth is evidenced by more than a tripling of its annual budget and securing 59 grant awards from 30 philanthropic funding partners. As a distinguished member of the national Student Success Center Network, Texas is at a historic and pivotal moment, poised to significantly amplify the impact of its community colleges as a national exemplar of institutional reform, funding, and student success.

Position Summary

Through the Texas Success Center (TSC) and collaborative initiatives, TACC drives innovation in higher education to ensure that all Texans have access to high-quality, affordable education. We are seeking a detail-oriented and mission-driven **Accountant** to support critical grant-funded programs that advance this work.

In this role, the successful candidate will focus on the detailed accounting, tracking, and reporting of grants supporting both the Texas Success Center and TACC's broader member programs. This position ensures compliance with funder requirements, GAAP standards, and organizational policies. While it will grow over time to support additional accounting processes, its primary responsibility is to oversee the financial operations of grants, including payments, budgets, and reporting. You will also serve as a backup for critical financial procedures such as payroll and general accounting.

Reporting Relationship

- **Reports to:** Executive Director of the Texas Success Center. Day-to-day supervision is provided by the TACC Director of Finance.
- **Supervises:** None initially (subject to change based on organizational needs).

Key Responsibilities

1. Grant Financial Management:

- Oversee financial operations for grants, including tracking expenditures, payments, and deliverables to ensure compliance with funding agreements.
- Maintain accurate records of grant budgets, ensuring alignment with approved allocations and programmatic goals.
- Collaborate with program teams to reconcile grant budgets and expenditures, flagging any variances or compliance issues.
- Prepare and submit detailed financial reports for funders, ensuring accuracy and timeliness.
- Stay current on OMB Uniform Guidance (if applicable) and other relevant regulations to maintain compliance.

2. Accounts Payable and Payments:

- Process payment requests and invoices related to grant expenditures, verifying accuracy and adherence to funder requirements.
- Maintain detailed documentation of grant-related transactions for audits and internal reviews.
- Serve as the primary point of contact for grant-related payment inquiries and issue resolution.

3. Compliance and Audit Preparation:

- Ensure all grant financial activities comply with GAAP standards, IRS requirements, OMB Uniform Guidance (if applicable), and funder regulations.
- Prepare financial documentation and schedules required for grant-related audits, working closely with external auditors.
- Monitor changes in grant accounting standards and update processes to maintain compliance.

4. Budget Monitoring and Reporting:

- Track grant budgets and spending, preparing monthly and quarterly budget-to-actual reports for leadership.
- Develop tools and processes to streamline budget tracking and reporting for grants.
- Assist in the preparation of grant renewal budgets and modifications, ensuring alignment with funder requirements.

5. Organizational Support and Backup:

- Act as a backup for critical financial processes, including payroll and general accounting tasks, as needed.
- Collaborate with the finance team to support organizational financial operations and reporting.
- Assist in the development and refinement of financial policies and procedures to improve efficiency and compliance.
- Uphold the highest level of confidentiality when handling sensitive financial data.

Core Competencies

- **Attention to Detail:** High level of accuracy in financial tracking, reporting, and compliance.
- **Grant Accounting Expertise:** Strong knowledge of GAAP standards, IRS regulations, OMB Uniform Guidance, and funder-specific requirements.
- **Analytical Thinking:** Ability to analyze financial data and identify trends or discrepancies.
- **Problem-Solving:** Proactive in addressing financial issues and ensuring compliance with funder agreements.
- **Collaboration:** Works effectively with program staff, leadership, and external auditors to achieve financial goals.
- **Communication:** Clear and concise in preparing financial reports and explaining accounting processes.
- **Adaptability:** Flexible in adjusting to evolving funder requirements and dynamic organizational needs.

Qualifications

- **Education:** Bachelor's degree in accounting, finance, or a related field preferred; associate degree with extensive experience considered.
- **Experience:** Minimum of three years of experience in accounting, with a focus on grants or nonprofit financial management.
- **Technical Skills:**
 - Proficiency in accounting software (e.g., QuickBooks Desktop),
 - Advanced Microsoft Excel skills, and
 - Familiarity with grant management software or ERP systems (preferred).
- **Regulatory Knowledge:** Knowledge of GAAP standards, grant accounting principles, and funder compliance requirements (OMB Uniform Guidance a plus).
- **Auditing and AP Experience:** Experience preparing for audits and managing accounts payable processes.
- **Organization and Time Management:** Strong organizational and time management skills, with the ability to prioritize multiple tasks.
- **Certification (Preferred):** CPA, CMA, CGFM, or other relevant accounting certifications.

Work Environment & Location

- **Work Arrangement:** TACC employs a remote-friendly work model where employees work on-site three days per week and may work remotely for two days per week.
- **Location:** Based in Austin, Texas.

Why Work for TACC?

- **Mission-Driven:** Contribute to the success of Texas community college students and the communities they serve.
- **Professional Growth:** Opportunities to develop and refine grant accounting skills and grow within the organization.
- **Collaborative Culture:** Work alongside a dedicated team passionate about advancing higher education in Texas.

How To Apply

The application deadline for full consideration is **January 31, 2025**. The search will continue until an appointment is made. Salary is commensurate with experience.

Applicants are requested to submit a resume and cover letter in PDF format. Your cover letter should provide specific examples and demonstrate how your experience and skills make you a strong candidate for this position.

In addition to explaining why you are interested in this role and how your skills align with the mission of the Texas Success Center, please address the following to help us better understand your qualifications and interest in the position:

1. **Experience with Accounting and Grants Management:**
 - Describe your experience managing financial processes, including grant budgets, expenditures, and reporting.
 - Highlight your experience with specific grant types (federal, state, private) and your role in ensuring compliance.
2. **Software Proficiency:**
 - Share your experience with accounting software (e.g., QuickBooks) and financial reporting tools.
 - Provide examples of your experience using these tools to streamline financial processes or improve accuracy.
3. **Problem-Solving and Attention to Detail:**
 - Provide an example of a financial challenge you faced (e.g., reconciling discrepancies, meeting audit requirements) and how it was resolved.

All questions regarding the application process and all application materials should be submitted to TACC Chief of Staff & Senior Director, Ashley Bliss Lima at ablisslima@tacc.org.

TACC is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, gender identity, national origin, disability, or any other legally protected status.