



# Neighborhood Housing Services of San Antonio

**Position:** Accounting Manager

**Job Type:** Full-Time

**Salary:** \$65,000 Annually

**Opening Date:** January 26, 2026

**Close Date:** Until Filled

## **ORGANIZATION OVERVIEW:**

Neighborhood Housing Services of San Antonio (NHSSA) is a nonprofit community development corporation dedicated to building successful families and communities through comprehensive housing opportunities. For nearly four decades, NHSSA has been a vital resource in the San Antonio area, empowering individuals and families to achieve their housing goals. As a HUD-certified Community Housing Development Organization (CHDO) and a US Treasury-certified Community Development Financial Institution (CDFI), NHSSA's core activities include the development of affordable housing, provision of first-time homebuyer down payment assistance and mortgage lending, management of rental properties and delivery of homebuyer education and counseling services. Our mission is to revitalize neighborhoods, enhance the quality of life for residents and create pathways to financial stability through affordable housing solutions.

## **POSITION SUMMARY:**

Neighborhood Housing Services of San Antonio seeks a dynamic and experienced Accounting Manager to provide strategic leadership and financial oversight for the organization. Reporting to the Executive Director, the Accounting Manager will be responsible for advancing NHSSA's mission by effectively managing all accounting functions while ensuring the financial sustainability of the organization and leading a dedicated team. This role requires a financial leader with a strong background in grant management, affordable housing, nonprofit management and financial expertise.

## **ESSENTIAL RESPONSIBILITIES:**

*The position essential responsibilities listed below describe the general scope of work. Other responsibilities, duties and skills may be required and assigned as needed. These responsibilities require a consistent presence in the work environment on a regular basis, and regular attendance must be maintained.*

- Responsible for the monthly close process, ensuring accuracy and timeliness.
- Prepare and review journal entries, account reconciliations and supporting schedules.
- Oversee the planning, implementation and continuous improvement of all NHSSA accounting functions.
- Identify cost saving measures and make recommendations to the Executive Director.
- Analyze the profits and losses of NHSSA and determine strategies to increase profit and cut down on expenditures
- Explore and develop new initiatives and partnerships that align with NHSSA's mission and meet community needs.
- Maintain the general ledger and ensure proper coding of revenue and expenditures across programs, grants and business units.
- Oversee the billing and financial reporting for all local, city, state and federal grants.



# Neighborhood Housing Services of San Antonio

- Reconcile program data with financial records to ensure grant compliance.
- Oversee the development and management of the annual budget, financial reporting and audit processes.
- Lead the audit preparation, including documentation and auditor requests.
- Prepare monthly/quarterly reports financial reports to present to the Board of Directors.
- Provide monthly financial updates and ad-hoc analysis to leadership.
- Collaborate with staff and leadership to ensure the success of the organization.
- Participate in vendor and insurance negotiations.
- Oversee the accounts payable and receivable for the organization.
- Process payroll for the organization and submit all quarterly and annual reports.
- Responsible for processing W2's and 1099s annually.
- Prepare forecasts of grant-related revenues and expenses.
- Track all revenues and expenses for rental properties.
- Foster a positive, collaborative and results-oriented organizational culture.
- Represent NHSSA in the community, building and maintaining strong relationships with local government, funders, partners, and stakeholders.
- Other duties as assigned.

## SKILLS

- Passion for and deep understanding of affordable housing and community development challenges.
- Exceptional leadership and interpersonal skills, with the ability to inspire and motivate staff, Board members and partners.
- Strong strategic thinking, problem-solving and decision-making abilities.
- Excellent communication skills, both written and oral, with the ability to effectively engage diverse audiences.
- Demonstrated ability to build and maintain effective partnerships with a wide range of stakeholders.
- Thorough understanding of nonprofit governance, compliance and best practices.
- Ability to manage multiple complex projects simultaneously and meet deadlines.
- Proficiency in relevant software applications (e.g., Microsoft Office Suite, financial management software, client management software, etc.).

## NHSSA'S CORE COMPETENCIES

1. **Communication:** Clearly convey information and listening to clients, peers and leadership.
2. **Teamwork:** Collaborating effectively with peers and leadership to achieve the organizational goals.
3. **Accountability:** Taking responsibility for actions and results.
4. **Problem solving:** Analyzing situations, thinking through potential solutions, and making effective recommendations to leadership.

## REQUIRED QUALIFICATIONS:

### Education:

- Bachelor's degree in Accounting or related field.



# Neighborhood Housing Services of San Antonio

## **Experience:**

- Must be proficient in QuickBooks Online and Microsoft Office.
- Minimum of 3 years' experience at a nonprofit organization, preferably within community development, affordable housing or a related field.
- Minimum of 2+ years in grant management which includes affordable housing development, including understanding of financing mechanisms (e.g., LIHTC, HOME, CDBG), development processes, and construction management.
- Demonstrated experience in managing lending programs, particularly mortgage lending and down payment assistance.

## **PREFERRED QUALIFICATIONS:**

- Bilingual, including the ability to speak, write and read in Spanish.
- Experience with lending software platforms such as Calyx Point.
- Experience monitoring trends, best practices and policy changes in affordable housing, community development and nonprofit management.

## **HOW TO APPLY:**

Interested candidates should submit a cover letter detailing their qualifications and vision for the role, along with a comprehensive resume, to the Executive Director at [talent@nhs-satx.org](mailto:talent@nhs-satx.org).

**Submission deadline is 5pm (Central) on February 13, 2026.**

## **EMPLOYMENT OPPORTUNITY**

Any questions on this recruitment should be emailed to [talent@nhs-satx.org](mailto:talent@nhs-satx.org).  
*Neighborhood Housing Services of San Antonio is an Equal Opportunity Employer and actively seeks a diverse pool of candidates.*