



Job Title: Bookkeeper/Accounting Assistant
Reports To: Director of Finance and Administration
Status: Part-time, non-exempt (Approximately 20 hours per week)

Buffalo Bayou Partnership

Bayou Partnership (BBP) is the non-profit organization revitalizing and transforming Buffalo Bayou, Houston's most significant natural resource. BBP works along a 10-mile stretch of the waterway from Shepherd Drive to the Port of Houston Turning Basin. Over the past 30 years, BBP has spearheaded numerous award-winning parks and green space projects, most notably the \$58 million Buffalo Bayou Park.

Job Summary

The Bookkeeper/Accounting Assistant will work with the company's Vice President of Finance and Administration and be responsible for accounts payable, maintaining financial files, and other duties listed below. The assistant may also take on various activities for the company's President and Chief Development Officer.

The company has just converted from QuickBooks Desktop to Sage Intacct so knowledge of Sage Intacct would be helpful.

Duties and Responsibilities

- Enter invoices into Sage Intacct, including coding.
- Process invoice payments, primarily via online banking bill payment portal and ACH file uploads.
- Receive deposits and enter into Sage Intacct.
- Process payroll bi-weekly.
- Assist in the onboarding of new employees into the payroll system.
- Handle monthly credit card reconciliations.
- Handle monthly bank reconciliations.
- File financial and vendor documents.
- Assist with the organization's annual audit.
- Generate ad hoc reports from the financial and payroll systems.

Experience and Qualifications:

- 1-3 years of related accounts payable and accounts receivable experience.
- Knowledge of Sage Intacct.
- Knowledge of Paycom payroll system a plus.
- Strong Excel spreadsheet capabilities, including vlookup.
- Excellent organizational skills and attention to detail.
- Detail oriented.
- Independent worker with ability to solve problems and adapt to change.

- Ability to work in non-profit environment interacting with staff, board members and vendors.

Salary:

\$20 to \$25 per hour depending on experience

Please submit cover letter and resume by mail, fax or email to:

jobs@buffalobayou.org

Anne Olson

President

Buffalo Bayou Partnership

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