



**BUFFALO BAYOU  
PARTNERSHIP**

Position: Accounting Assistant  
Employment Status: Part-time, non-exempt (Approximately 25 hours per week)  
Reports to: Vice President of Finance and Administration

### **About Buffalo Bayou Partnership**

Established in 1986, Buffalo Bayou Partnership (BBP) creates and stewards welcoming parks, trails and unique spaces, connecting Houstonians with the city's most significant natural waterway. The non-profit organization's geographic focus is the 10-mile stretch of the bayou that flows from Shepherd Drive, through the heart of downtown, into the East End, and on to the Port of Houston Turning Basin. Thanks to the generous support of foundations, corporations, individuals and governmental agencies, BBP has implemented more than \$250 million in improvements for the redevelopment and stewardship of the waterfront – spearheading award-winning projects such as Buffalo Bayou Park, protecting land for future parks and green space, constructing hike and bike trails, and operating comprehensive cleanup and maintenance programs. BBP also activates the waterway through pedestrian, boating and biking amenities, volunteer activities, public art, and wide-ranging tours and programs that engage tens of thousands of visitors each year.

### **Buffalo Bayou East**

With a catalyst \$100 million gift from the Kinder Foundation, representing one-third of a \$310 million investment along Buffalo Bayou's East Sector, Buffalo Bayou Partnership is overseeing one of Houston's largest park projects ever. Over the next 10 years, guided by the 2019 Buffalo Bayou East Master Plan, BBP, the City of Houston and Harris County will deliver key parks, recreational and cultural destinations, affordable housing, and infrastructure improvements into the Greater East End and Fifth Ward.

### **Job Description**

The 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 utilizes Sage Intacct as its financial accounting system, 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.
- File financial and vendor documents.
- Assist with the organization's annual audit.
- Generate ad hoc reports from the financial and payroll systems.

**Qualifications:**

- 1-3 year of related accounts payable and accounts receivable experience.
- Knowledge of Sage Intacct.
- Knowledge of Paycom payroll system a plus.
- Strong Excel spreadsheet capabilities.
- 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

**Application Process:**

Please email cover letter and resume to [jobs@buffalobayou.org](mailto:jobs@buffalobayou.org).