



Position: Accounting Manager
Employment Status: Full-time, exempt
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 Manager will work with the company's Vice President of Finance and Administration and be responsible for financial reporting, reconciliations, maintaining financial files, and other duties listed below. The Accounting Manager may also take on various activities for the company's President and Chief Development Officer. This position is primarily in person, in the office.

The company utilizes Sage Intacct as its financial accounting system, so knowledge of Sage Intacct would be helpful.

Duties and Responsibilities

- Receive deposits and enter into Sage Intacct.
- Enter credit card receipts into Sage Intacct and reconcile with credit card processor.
- Manage accounts receivable including invoicing and collection.
- Process payroll bi-weekly.
- Ensure timely monthly closes, including the preparation of journal entries, reconciliations and financial reporting.
- Assist in the onboarding of new employees into the payroll system.
- Support the President, Vice President of Finance and Administration and project managers in all

financial matters of the organization including grant, tracking, ad hoc financial reporting and board of director reporting.

- Assist with the grant tracking and financial reporting for Buffalo Bayou East capital projects.
- Assist in the organization's annual budgeting process.
- Handle monthly bank reconciliations.
- File financial and vendor documents.
- Assist with the organization's annual audit and Form 990 preparation.
- Generate monthly and ad hoc reports from the financial and payroll systems.

Qualifications:

- Bachelor's degree in accounting or a related field.
- 1-3 years of related accounting experience.
- Capital project management and/or non-profit experience preferred.
- Knowledge of Sage Intacct financial accounting software a plus.
- Knowledge of Paycom payroll system a plus.
- Strong Excel spreadsheet capabilities, including vlookup.
- Excellent organizational skills and attention to detail.
- Independent worker with ability to solve problems and adapt to change.
- Ability to work in a non-profit environment interacting with staff, board members and vendors.

Salary and Benefits

Buffalo Bayou Partnership offers competitive salaries and excellent benefits

Please email cover letter and resume to jobs@buffalobayou.org