



## Buffalo Bayou Partnership

Position: Controller

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 Controller will report to the company's Vice President of Finance and Administration and be responsible for financial reporting, reconciliations, maintaining financial files, and other duties listed below. Functional areas of responsibility include accounts payable, accounts receivable, payroll, risk management, grant administration, bank reconciliations and human resources administration. This position is primarily in person, in the office.

The company utilizes Sage Intacct as its financial accounting system, so knowledge of Sage Intacct is preferred.

### **Duties and Responsibilities**

- Manage accounts receivable including invoicing and collection.
- Ensure timely monthly closes, including the preparation of journal entries, bank reconciliations, account reconciliations and financial reporting.
- 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.

- Manage liquidity across multiple bank and brokerage accounts.
- Assist with the grant tracking and financial reporting for Buffalo Bayou East capital projects.
- Assist in the organization's annual budgeting process.
- Analyze financial data and prepare monthly financial reports in an accurate and timely manner.
- Coordinate preparation for annual audit and Form 990 to ensure timely filing.
- Generate monthly and ad hoc reports from the financial and payroll systems.
- Work closely with project managers to facilitate accurate invoice coding and timely financial reporting.
- Supervise the bi-weekly payroll along with on-boarding and terminating employees.
- Supervise Accounting Assistant.
- Manage employee benefits (including 403 (b) compliance reporting and administration, health and dental insurance, vacation and sick leave).

**Qualifications:**

- Bachelor's degree in accounting or a related field.
- Minimum of 5 years of related accounting experience.
- Capital project financial management experience.
- Non-profit accounting experience including fund and grant accounting.
- Knowledge of Sage Intacct financial accounting software a plus.
- Knowledge of Paycom payroll system a plus.
- Strong Excel spreadsheet capabilities, including vlookup.
- Proactive and able to work independently to solve problems.
- Process-oriented and mindset to continuously look for opportunities to increase efficiencies.
- Critical thinker who can interpret financial data to identify trends, risks and opportunities.
- Excellent organizational skills and attention to detail.
- Commitment to and passion for Buffalo Bayou Partnership's mission.
- 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](mailto:jobs@buffalobayou.org).

The Deadline for applications is January 31, 2024.