



Buffalo Bayou Partnership

Position Announcement:

Accounting Assistant

Reports to: Controller
Classification: Full-Time, Exempt
Weekly Schedule: 8:30am – 5:30pm, Monday through Friday
Office Location: 1019 Commerce Street, Houston, TX 77002

Buffalo Bayou Partnership

Established in 1986, Buffalo Bayou Partnership (BBP) is the non-profit organization creating and stewarding welcoming parks, trails, and unique spaces, connecting Houstonians with the city's most significant natural waterway. The organization's focus is the 10-mile stretch of the bayou that flows from Shepherd Drive, through the heart of downtown and the East End, and on to the Port of Houston Turning Basin. In addition to spearheading award-winning green spaces such as Buffalo Bayou Park, BBP also operates comprehensive green space and waterway maintenance programs and engages tens of thousands of visitors each year through dynamic programming, public art, volunteer events, and recreational opportunities that enrich the quality of life in Houston.

Position Summary

The Accounting Assistant will work with the organization's Controller and Vice President of Finance and Administration and be responsible for accounts payable, maintaining financial files, and other duties listed below.

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 (credit card, check, and ACH) and enter into Sage Intacct.
- Interface with vendors to resolve payment issues.
- Process payroll bi-weekly, including making the journal entry to record payroll and benefit expenses.
- Manage 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

- One to three (1 – 3) years of related accounts payable and accounts receivable experience
- Understanding of accounting principles, including deferred revenue and accruals
- Knowledge of Sage Intacct preferred
- Knowledge of Paycom payroll system a plus
- Proficient in Microsoft Office with strong Excel spreadsheet capabilities
- Extremely detail oriented with demonstrated organizational and task management abilities

Abilities

- Work independently and take initiative
- Represent BBP with a high level of integrity and professionalism
- Be a collaborative team player committed to maintaining positive engagement with all levels of staff, board members, vendors, and community members

Salary and Benefits

Buffalo Bayou Partnership offers a competitive salary and excellent benefits.

BBP is an Equal Opportunity Employer.

To Apply:

Please submit resume and cover letter via email to:

jobs@buffalobayou.org

Subject line: Accounting Assistant

No phone calls please.