Accounting and Administrative Assistant

Background - About Houston Audubon

Houston Audubon, founded in 1969, is a nonprofit charitable conservation organization committed to enhancing life on the Upper Texas Coast for people and birds. It is a local, independent chapter of the National Audubon Society with a rich history of advancing the conservation of birds and positively impacting their supporting environments. Houston Audubon owns and manages 17 nature sanctuaries in five counties totaling 3,477 acres of wetlands, prairie, forest, and beach. Over 800 nature-based program experiences are delivered to children and adults every year.

Houston Audubon offers competitive benefits, including 401K plan matching for eligible employees, health, dental and disability insurance, flexible work schedules, and a mission driven team environment.

Position Title: Accounting and Administrative Assistant
Position Classification: Full-time
Reports to: Operations Manager
Salary: $26,000-$30,000 plus benefits

Job Summary: The Accounting and Administrative Assistant will support accounting functions and day-to-day administrative services of the organization’s headquarters office. The Assistant will help the Controller with accounts payable and receivable, bill paying, deposits, credit card receipts and payments, payroll accounting, monthly account and gift reconciliations, and routine accounting. Daily activities will include answering the telephone, receiving and serving visitors, and maintaining office space and functionality.

Essential Duties and Responsibilities:

- Record cash receipts and prepare bank deposits
- Process invoices and pay bills
- Record credit card receipts and payments
- Process and track invoices and collections and assist with accounts receivable reconciliations
- Track and record expenditures for payroll and other transactions
- Conduct monthly bank account, credit card and gift reconciliations
- Maintain a positive and welcoming environment for visitors and callers; answer general inquiry emails or route to appropriate person
- Process incoming donations, prepare check copies for Development Director and Controller, and log in donation
- Handle all general office administrative functions such as mail processing, ordering supplies, maintaining office appearance, and maintaining official office records
- Perform other job-related duties as requested by supervisor
- Be familiar with Houston Audubon operations, sanctuaries and programs

Qualifications, Knowledge and Skills:
Minimum: Associate's degree in accounting or business administration, or equivalent business experience, plus 1 to 2 years of experience in general office administration
Experience with accounting aspects of a multi-faceted organization
Competency with Quickbooks and Microsoft Office (Excel and Word)
Very organized with attention to detail
Familiarity with bookkeeping and generally accepted accounting principles
Ability to work independently and in a team environment
Self-motivated with ability to multi-task
High level of tact, discretion and integrity
Non-profit experience a plus

Houston Audubon headquarters is located at the Edith L. Moore Nature Sanctuary in the Memorial area of West Houston.

To apply, send resume via email to: hdrummond@houstonaudubon.org