



Accounting Assistant (Part-time)

Houston Audubon is looking for a part-time Accounting Assistant to support day-to-day accounting of the organization.

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 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.

Position Classification: Part-time (10-15 hours/week)

Position Title: Accounting Assistant

Reports to: Controller

Pay: \$15-\$20/hour

Job Summary: The part-time Accounting Assistant will help with accounts payable and receivable, bill paying, deposits, credit card receipts and payments, payroll accounting, monthly account and gift reconciliations, and routine accounting. Assistance with financial reporting, annual audit, tax compliance, budget preparation and special projects may be requested as needed.

Primary Duties:

- 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
- Assemble information for the annual external audit, financial reporting, budget development and tracking, and other special reporting as approved by the Controller

Qualifications, Knowledge and Skills:

Minimum: Associate's degree in accounting or business administration, or equivalent business experience

Experience with accounting aspects of a multi-faceted organization

Competency with Quickbooks and Microsoft Office (Excel and Word)

Familiarity with bookkeeping and generally accepted accounting principles

Ability to work independently and in a team environment

Self-motivation and 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