Accounting Assistant (Part-time)

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 4,121 acres of wetlands, prairie, forest, and beach. An average of 600 nature-based program experiences are delivered to children and adults every year.

Position Classification: Part-time (20-25 hours/week)
Position Title: Accounting Assistant
Reports to: Controller
Pay: Commensurate with experience

Job Summary: The part-time Accounting Assistant will work on 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
- Process, code, and record credit card receipts and payments
- Process and track invoices and collections and work on accounts receivable reconciliations
- Track and record expenditures for payroll and other transactions
- Conduct monthly bank account, credit card and gift reconciliations
- Collect and process timesheets and assist with payroll preparation and accounting
- 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 degree in accounting, finance or business administration
3-5 years relevant experience working in accounting and bookkeeping
Experience with accounts payable, accounts receivable, payroll, and general ledger
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
High degree of accuracy and attention to detail
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: accounting@houstonaudubon.org