



PART-TIME JOB AVAILABLE: STAFF ACCOUNTANT

Organizational Information:

The Galveston Bay Foundation (GBF) is a nonprofit organization located on the Upper Texas Coast that has worked for 35 years to preserve and enhance one of the world's most productive estuaries—Galveston Bay—as a healthy and productive place for generations to come. We have diverse programs in land preservation, habitat restoration, water quality and quantity, youth education, and advocacy. Our office is located in Kemah, Texas, south of Houston in the Clear Lake area. To learn more about the Galveston Bay Foundation, please visit www.galvbay.org.

Position:	Staff Accountant
Reports to:	Controller
Pay Rate:	\$24 per hour
Classification:	Part-Time (approximately 20 hours per week)

Summary:

GBF seeks a part-time Staff Accountant to perform essential accounting duties as well as billing and financial reporting to support operations and programs and ensure compliance with generally accepted accounting principles (GAAP). Duties and responsibilities of this position include:

- Running financial reports and performing reconciliations
- Processing invoices and ensuring payables are paid in a timely manner
- Reviewing and recording monthly credit card transactions
- Reviewing and recording cash and credit card receipts
- Assisting with monthly close including monthly recurring journal entries
- Reconciling general ledger accounts
- Reconciling donor database to general ledger
- Assisting with preparing information for the annual external audit and tax return
- Assisting with payroll and filing as needed
- Support the Controller with other accounting duties as needed

Key Qualifications:

Bachelor's degree in accounting (or closely related field) and two or more years of relevant experience required. Experience in nonprofit accounting and sophisticated accounting software (Blackbaud's Financial Edge NXT) and advanced Excel functions are strongly preferred. Knowledge of and experience in the financial requirements of government and other reimbursable grants a plus. Exceptional organizational, interpersonal, and oral and written communication skills are essential. Candidates should be organized, detail-oriented, adept at problem-solving, and possess a highly accurate and efficient work style. Candidates should also be responsive to feedback, capable of meeting multiple deadlines in a busy nonprofit environment, and able to work independently once trained.

If selected for an interview, be prepared to provide at least three professional references, and take a basic accounting test. If selected as a final candidate, a background check will be conducted.

The Galveston Bay Foundation is an equal opportunity employer and actively works to ensure fair and equal treatment of its employees and constituents regardless of differences based on an individual's race, color, religion, sex, age, marital status, veteran status, sexual orientation, disability, political affiliation, or any other protected characteristic.