

**Job Position: Staff Accountant
Houston Parks Board**

10/31/2018

Houston Parks Board is a 501 (c)(3) non-profit organization, whose mission is to create, improve, protect and advocate for parkland in the Greater Houston region. Since its inception in 1976, the organization has raised and leveraged millions of dollars and touched at least 75% of the City's parkland through acquisitions and capital improvements.

The Houston Parks Board is embarking on the boldest and most exciting capital project in its history: Bayou Greenways 2020. This ambitious project will significantly expand and enhance Houston's parks system, creating a continuous system within the city limits of 150 miles of parks and trails along Houston's bayous.

For more information on the Houston Parks Board and Bayou Greenways 2020, please visit www.houstonparksboard.org

DESCRIPTION: The Staff Accountant is a fulltime, salaried position reporting to the Controller. The Staff Accountant is an integral member of the HPB Accounting Team responsible for maintaining assigned sub ledgers and roll forwards, performing timely general ledger account reconciliations, and preparing financial reports for the Houston Parks Board, Houston Parks Board Foundation and Houston Parks Board, LGC. The Staff Accountant furthers the mission of the Houston Parks Board by ensuring timely accurate recording of journal entries, payroll and expense allocations, and supporting the delivery of accounting services and financial reports to HPB stakeholders, including project and organizational leadership, board members, funders and community partners. The Staff Accountant's overarching goal, along with that of the entire accounting team, is to ensure production of accurate, timely of monthly financial statements and annual audits that are clean, timely and without risk.

Essential Job Functions:

- Assist Controller with performance of month-end cost allocations of shared expenses to programs (including payroll allocations each payroll cycle) in accordance with: HPB policies and procedures; contractual obligations; funding sources; and federal, state, and local laws—including the Health and Insurance Portability and Accountability Act (HIPAA) that protects the health information of employees—ensuring the highest level of confidentiality.
- Perform monthly account reconciliations including but not limited to payroll, prepaid expenses, deferred revenue, contributions to program management, pledge receivables.
- Review general ledger and transaction reports for accuracy and prepare adjusting journal entries as required.
- Maintain sub ledgers and roll forwards as assigned including schedules of open contracts, contractor certificates of insurance, HPB insurance policies, park land expenses, fixed assets, depreciation and amortization.
- Assist with preparation of financial reports such as financial statements, variance-to-budget performance reports, and grant reports.
- Assist the Controller with internal and external audit requirements, prepare audit schedules as assigned and work directly with external auditors on accounting issues as needed.
- Prepare invoices for bond funding and grant reimbursements and ensure contributions to HPB project management are charged and recorded properly.
- Assist the Controller with reviews of revenue and expense classification and treatment as related to programs and grants.
- Respond to staff inquiries related to accounting and finance activities and work with all staff to ensure compliance with finance and accounting policies, procedures and budgets.
- Monitor and act as occasional back-up for the cash receipts and accounts payable functions, including reviewing coding of invoices and approvals when necessary.
- Assist the team to develop improved tools, processes and approaches ensuring that work is done in the most effective and efficient manner possible.
- Contribute to the development of a strong Finance & Accounting department that reflects operational best practices.

- Participation in HPB events, special accounting projects and other duties as assigned.

Qualifications: The ideal candidate will have at least two years of nonprofit accounting experience in accounts payable, accounts receivable and general ledger reconciliations with a multifaceted organization, plus:

- A Degree in Accounting and at least one year of financial analysis and reporting experience in a complex organizational environment with multiple program components. Experience in education, nonprofit, or government accounting preferred.
- Experience with accounting software systems. Knowledge of MIP/Sage Fund Accounting software is a plus.
- High proficiency in Microsoft Office applications with intermediate level excel skills.
- Comfortable working in a highly entrepreneurial environment and the willingness to contribute as needed to a changing organization.
- Demonstrated personal qualities of integrity, accountability and commitment to HPB's programs and mission.
- Ability to prioritize and plan work activities effectively to meet deadlines without compromising attention to detail.
- Capacity to gather information, analyze and organize data, review and interpret documents, develop solutions and resolve problems.
- Exceptional interpersonal skills to include poise, tact, discretion and diplomacy with all HPB stakeholders including vendors, donors, contractors, Board members and staff.
- Collaborative working style with well-developed group problem-solving and project skills.
- Ability to present financial and numerical data effectively to audiences of varying degrees of financial acumen.
- Desire to learn continuously and help implement technology to improve communication, collaboration, and productivity of accounting team.

Salary is competitive and commensurate with experience. HPB's benefits package includes medical, dental, vision and life insurance, and a 403b retirement plan. To apply for this position, email resume and cover letter to: Resumes@HoustonParksBoard.org, Attn: Controller, Houston Parks Board, 300 North Post Oak Lane, Houston, TX 77024; fax #713-942-7664.

Interviews are by appointment only. No telephone calls, please.