



EGBI - Accounting Specialist

About Us

Economic Growth Business Incubator (EGBI) is a successful, growing non-profit organization that believes all businesses should be profitable, sustainable and an asset to the community. EGBI works to help to grow small businesses within the Austin area by providing training, coaching and support to aspiring and existing business owners who face barriers to growing successful small business.

EGBI is currently seeking to hire a full-time Accounting Specialist to develop our newest service. The Accounting Specialist will work alongside the executive director to spearhead EGBI's new bookkeeping services. The Accounting Specialist will also be responsible for the accounting and financial reporting of EGBI. This position will be working with EGBI clients to become better business owners.

Accounting Special Job Description

1 –Maintain Client Financial Records using QuickBooks Online

- Record financial transactions into QuickBooks Online
- Perform monthly bank reconciliation
- Prepare and examine accounting records, financial statements, and other financial reports
- Develop and analyze reports for business operations and budgets
- Assist in defining bookkeeping policies and procedures.
- Provide recommendations to clients on evolving based applications
- Create new processes to improve client's financial efficiency
- Report analysis and findings to client and Program Director

2 –Develop Client Accounting Policies and Procedures

- Work with clients to develop internal accounting procedures
- Recommend third party applications based on companies industry and needs
- Establish chart of accounts for clients

3 –Maintain EGBI Financial Records using QuickBooks Online

- Pay bills and maintain ledgers
- Manage organizations accounts receivable and payables.
- Perform organizations monthly reconciliation
- Assist Executive Director with budget preparations
- Assist in defining bookkeeping policies and procedures.
- Prepare financial reports, including the profit and loss statement and balance sheet, by collecting, analyzing, and summarizing account information and trends.
- Complies with federal, state, and local legal requirements by studying requirements; enforcing adherence to requirements; filing reports; advising management on needed actions.
- Assist with grant reporting as needed.
- Contributes to team effort by accomplishing related results as needed.

Qualifications

- B.S. Accounting/Finance
- 2-3 years experience in accounting
- Must be familiar with GAAP
- Knowledge of accounting rules, regulations, policies and procedure that is reflective of the financial services industry
- Expert with QuickBooks and QuickBooks Online
- QuickBooks Online Certified
- QuickBooks Advance certification within 6 months of employment
- Proven, solid Excel skills
- Able to work on your own and in a team when necessary
- Can take ownership of projects
- Tech savvy
- Bi-lingual (fluent Spanish) is a plus.

Reports to the Executive Director

- Please submit your resume, cover letter and 3 references to Barbra Boeta at barbra@egbi.org
- Position is open until filled. Interviews will begin in early January 2018. Position available to start as soon as possible.