



EGBI - Accounting Specialist

About Us

Economic Growth Business Incubator (EGBI) is a 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 join our team. The Accounting Specialist will work alongside our clients to help them grow their business. The Accounting Specialist helps clients develop financial controls, understand financial statements and develop annual budgets.

Accounting Specialist Job Description

1 –Setup and 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.
- Create new processes to improve client's financial efficiency
- Report analysis and findings to client

2 –Develop Client Accounting Policies and Procedures

- Work with clients to develop internal accounting/bookkeeping procedures
- Recommend third party applications based on company's industry and needs
- Establish chart of accounts for clients

3 – Other Administrative Tasks

- Work with staff various projects
- Clerical assistance
- Data entry into Salesforce

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
- Fluent in both English and Spanish

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 February 15, 2020. Position available to start as soon as possible.