



## EGBI - Bookkeeper

### 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 Bookkeeper to join our team. The Bookkeeper will work alongside our clients to help them grow their business. The Bookkeeper works with Accounting Specialist to help clients organize and understand their financial position.

### Bookkeeper Job Description

- Record financial transactions into QuickBooks Online for multiple clients
- Create journal entries as needed
- Perform monthly bank and credit card reconciliations
- Prepare and examine accounting records, financial statements, and other financial reports
- Assist in defining bookkeeping policies and procedures.
- Assist in developing new processes to improve client's financial efficiency
- Work with accounting specialist to review monthly reports

### Other Administrative Tasks Include

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

### Qualifications

- Previous bookkeeping experience 2+ years
- QuickBooks and QuickBooks Online 1+ year
- Associates degree in Accounting (preferred)
- Must be familiar with GAAP
- Knowledge of accounting rules, regulations, policies and procedure that is reflective of the financial services industry
- Proven, solid Excel skills
- Strong communication skills
- Able to work on your own and in a team when necessary
- Tech savvy
- Fluent in both English and Spanish (preferred)

### Reports to the Executive Director

- Please submit your resume, cover letter and 3 references to Barbra Boeta at [barbra@egbi.org](mailto:barbra@egbi.org)
- Position is open until filled. Interviews will begin August 15<sup>th</sup>, 2021. Position available to start as soon as possible.