



Job Posting

Position: Staff Accountant
Location: Austin, Texas
Date: April 5, 2018

Organization Summary

The Waller Creek Conservancy (WCC) is a nonprofit organization established in 2011 to spearhead one of this country's boldest new urban development projects in the heart of downtown Austin. Working in close partnership with the City of Austin, WCC will transform 28 acres of land along a 1.5-mile stretch of the downtown creek into a chain of parks and public open spaces. Plans for the park system include a network of trails and pedestrian bridges, an iconic new music venue, art installations, playscapes and community programming, all uniquely organized around a natural urban ecology.

The organization is experiencing rapid growth, and requires attention to a wide array of complex issues as it creates a new and immensely valuable public place in the urban core of one of the fastest-growing cities in the nation. The next three years will see the completion of an ambitious capital campaign, the opening of Phase 1 of the chain of parks, and commensurate growth in the size and complexity of staffing, operational and financial requirements. For more information, please visit: www.wallercreek.org.

Position Summary

The Staff Accountant will report to the Controller and is responsible for monitoring capital project costs, ensuring all invoices are in compliance with contract scope, terms, and conditions. Further, the Staff Accountant will be responsible in assisting with general Accounts Payable and Accounts Receivable.

Essential Functions

- Help complete the period-end close process thoroughly, accurately, and on-time.
- Maintain budget reports for capital projects.
- Review construction pay applications, design, and consulting invoices, analyze billings to ensure compliance with contract, project scope, and budget.
- Oversee the processing of all payables and payments for construction and design projects.
- Prepare monthly reimbursement invoices to the City of Austin.
- Monitor project costs. Identify and communicate budget deficiencies or deviations with project team in a timely manner and recommended corrective actions.
- Assist in day-to-day bookkeeping and accounting processes, including A/P, A/R, payroll, journal entries, and banking deposits and reconciliations.
- Help prepare annual IRS 1099 reporting for vendors.

- Properly code all grant revenue and expenses for proper tracking.
- Enter into ledger and reconcile all debit/credit card transactions.
- Aid in the completion of the fiscal year-end external audit.
- Comply with WCC's Financial Policies and Procedures.

Education and Experience

- Minimum qualifications
 - Bachelor's Degree or some college courses in accounting or business.
 - 2 - 3 years financial accounting experience.
 - 1 – 2 years non-profit accounting experience.
- Preferred qualifications
 - 1 year construction project accounting experience.

Knowledge, Skills and Abilities

- Knowledge
 - Experience with QuickBooks software
 - Strong MS Excel skills
 - General understanding of Generally Accepted Accounting Principles (GAAP)
- Skills
 - Meticulous attention to detail
 - Excellent written and verbal communication skills
 - Highly organized
- Abilities
 - Comfortable in a fast-paced environment with ability to learn quickly and meet deadlines
 - Manage competing priorities and deadlines

To apply, qualified applicants are invited to submit via email to jobs@wallercreek.org:

- Resume
- Cover letter outlining your distinctive qualifications plus interests and goals that equip you to be a strong fit with the Conservancy's mission
- Three professional references

Applications will be considered on a rolling basis. No phone calls please.

Waller Creek Conservancy will not discriminate against any applicant or employee based on race, creed, color, national origin, sex, gender identity, age, religion, veteran status, disability, or sexual orientation.