



BOOKKEEPER

Part-time position at the Cibolo Center for Conservation in Boerne, Texas

The Cibolo Center for Conservation's mission is the conservation of natural resources through education and stewardship. The Cibolo is a 34-year-old, rapidly growing conservation organization with an annual budget of \$2.5M. Operations include a Nature Center, Historic Farm, and Nature Preschool that was opened in 2021. We provide programming for children, youth, adults, and families while protecting and managing two campuses on 160+ acres of natural area. The Cibolo welcomes more than 130,000 visitors annually and provides educational programs to more than 21,000 participants. Our dynamic team of more than 40 staff members brings passion, creativity, and knowledge to all that we do on our beautiful campuses along the Cibolo Creek.

SUMMARY

The Bookkeeper is responsible for maintaining accounting records for the organization. This role will report to the Vice President of Finance and Administration and work closely with senior staff members and a contracted controller.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

- Full-charge bookkeeping for all transactions.
- Records numerical and financial data to produce financial records.
- Ensures financial data is entered correctly and accurately.
- Enters journal entries to debit and credit the accounts.
- Generates accounting and audit reports for cash receipts, accounts payable and receivable, expenditures, and profits and losses.
- Reconciles and reports differences or issues found in financial records.
- Aids the Vice President of Finance and Administration in preparing the annual budget, collaborating with other Vice Presidents, Department Directors, CEO, and the Board of Directors.
- Assist with HR functions regarding PTO, 403b, new hire paperwork, etc.

REQUIRED SKILLS, ABILITIES, AND EXPERIENCE

- Knowledge of generally accepted accounting principles (GAAP) and financial data analysis.
- Experience and ability to use Sage Intacct (accounting software) to record, store, and analyze financial data.
- Ability to efficiently operate a 10-key calculator or equivalent and other related office equipment.
- Proficient in Microsoft Office Suite.
- Knowledge of administrative and clerical procedures.
- Excellent written and oral communication skills.
- High school diploma or equivalent required; Associates degree with accounting coursework preferred.
- At least three years of bookkeeping experience required, preferably in the financial industry.
- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at a time.



OTHER

This is a part-time, hourly position with compensation between \$25-30 per hour, depending on experience. The position will average between 20-25 hours per week with potential for some work remote.

APPLICATION:

Position will remain open until filled. Please submit a letter of introduction and a current resume to: hr@cibolo.org with *Bookkeeper* in the subject line.