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Job Title: Nonprofit Senior Bookkeeper
Department: Finance
Reports To: VP of Finance and Administration
Classification: Exempt, salary
Location: Boerne, TX

Organization Overview

The Cibolo Center for Conservation's mission is the conservation of natural resources through education and stewardship. The Cibolo is a 35-year-old, rapidly growing conservation organization in the heart of the Texas Hill Country. Campuses include a Nature Center, Historic Herff Farm, and Nest Nature School. The Cibolo provides programming for children, youth, adults, and families while protecting and managing nature campuses on 160+ acres of natural area. The Cibolo welcomes more than 100,000 visitors annually and provides educational programs to tens of thousands each year. Our dynamic staff brings passion, creativity, and knowledge to all that we do on our beautiful campuses along the Cibolo Creek.

SUMMARY

The senior bookkeeper is responsible for maintaining accounting records for the organization. This position will track and manage the daily transactions for the organization and record the regularly occurring financial changes. The senior bookkeeper 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.
- Prepares and makes bank deposits, as well as preparing statements for review.
- 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

- Associates degree with accounting coursework preferred.
- Bachelor's Degree in accounting or related subjects preferred
- Knowledge of generally accepted accounting principles (GAAP) and financial data analysis.



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- 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.
- At least two years of accounting experience required, preferably in the financial or nonprofit industry.
- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at a time.