



# Coastal Bend Bays & Estuaries Program, Inc.

615 N Upper Broadway, Suite 1200, Corpus Christi, Texas 78401 • 361-336-0304 • 361-400-5326 (fax)

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## ACCOUNTING TECHNICIAN

(August 8, 2019)

Position Open Until Filled

### General Information:

The Coastal Bend Bays & Estuaries Program ([www.cbbep.org](http://www.cbbep.org)) is seeking an enthusiastic and highly organized person with a strong work ethic for the position of Accounting Technician. This full-time salaried position is based in Corpus Christi, Texas.

CBEP is a local non-profit 501(c)(3) organization dedicated to protecting and restoring the bays and estuaries of the Texas Coastal Bend through the implementation of the **Coastal Bend Bays Plan**.

Accounting Technician will be responsible for daily accounting duties, Generally Accepted Accounting Principles (GAAP) for transactions and records. Assists the Director of Business Affairs with the monthly and year-end accounting operations.

Duties include, but not limited to:

- Receipt and prepare appropriate bank deposits weekly.
- Enter cash receipts into accounting program ensuring proper account coding.
- Process and record accounts payable transactions, assigning appropriate account coding, invoice/ voucher numbers, grant information, and descriptions, reconciling invoices and statements for accuracy.
- Process cash disbursements
- Assist with preparation and recording of government grant financial status reports and invoices, monitoring budgets and ensuring all supporting documents are included for submission.
- Assist with the preparation and documentation of general ledger journal entries.
- Assist with the preparation of monthly financial reports for Board of Directors' meetings.
- Act as backup for Payroll as needed, verifying accuracy of timesheets, deductions, and other payroll documents and timely processing payroll for all employees.
- Reconcile employee payroll deductions with General Ledger and Accounts Payable.
- Maintain grant financial records, fixed assets inventory, and Accounts Payable and Accounts Receivable records.
- Assist Director of Business Affairs with annual financial audit and periodic grant audits, retrieving documents and producing appropriate reports as required.
- Attend all meetings and training as directed by supervisor.

**EDUCATION:** Bachelor's degree required, preferably in accounting.

**QUALIFICATIONS:** Minimum of 5 years bookkeeping experience, strong accounting and organizational skills; assertive, and computer literate particularly in accounting area; experience with nonprofit and fund accounting preferred; high level of personal integrity is necessary; highly organized, flexible, and able to manage multiple priorities with ability to work with minimal supervision and meet deadlines; proficiency in fund accounting software a plus (Abila Fund Accounting software); knowledge of state and federal financial regulations a plus.

**Compensation:**

CBBEP offers a competitive salary, dependent on experience and education, and offers a benefits package that includes paid vacation and holidays, health, life and dental insurance, and a retirement program. Specific details provided during the hiring process.

**CBBEP is an equal opportunity, drug-free employer committed to diversity in the workplace. EOE/Minorities/Females/Vet/Disability.**

**To Apply:**

To be considered your application must be submitted via email to [info@cbbep.org](mailto:info@cbbep.org). We will not accept faxed, mailed or hand delivered applications.

- In the email subject line put: Accounting Technician Position
- As a separate attachment include a cover letter.
- Also as a separate attachment include your resume. We will only be looking at your cover letter and resume so do not include any information in the body of the email.