



Protecting our bays and estuaries

PHYSICAL: 1305 N Shoreline Blvd, Suite 205, Corpus Christi, TX 78401
MAILING: P.O. Box 23025, Corpus Christi, TX 78403-3025

PHONE: 361-336-0304
EMAIL: info@cbbep.org

Accounts Administrator

Posting Date: June 6, 2024

Application Deadline: Open Until Filled

DOL Status: Full-Time

FLSA Status: Exempt

Reports To: Director of Business Affairs

Location: Corpus Christi, Texas

Compensation: Coastal Bend Bays & Estuaries Program 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.

JOB DESCRIPTION:

The Coastal Bend Bays & Estuaries Program (CBBEP) is seeking an Accounts Administrator to further the organization's mission of protecting and restoring the bays and estuaries of the Texas Coastal Bend. CBBEP is looking for a skilled Accounts Administrator to provide financial, administrative and clerical services. We are looking for a team member with a positive attitude, ability to handle multiple tasks, and excellent organization skills. Must also have good verbal and written communication skills.

This position works under moderate supervision and with some latitude for the use of initiative and independent judgment. The position reports to the Director of Business Affairs with some oversight also provided by the Accountant. Applicants should be aware that job duties may require some limited work outside of normal business hours and on weekends. Applicant must possess a valid Texas Driver License and have reliable transportation. Employment is subject to a background and credit check.

DUTIES & RESPONSIBILITIES:

- Responsible for accounts receivable duties, including preparing, sending invoices to funding entities, and storing invoices
- Responsible for entering data into financial software database and Excel spreadsheets
- Responsible for verifying invoices, bills, and receipts
- Prepare monthly, quarterly, semi-annual, and annual financial and grant reports
- Assist with maintenance of grant reporting management database
- Assist with researching and reconciling discrepancies in accounts and reports
- Assist with payroll related activities
- Assist with preparation of annual fiscal year audits
- Maintain office inventory databases
- Assist with filing and scanning as needed
- Complete other administrative and accounting/bookkeeping duties as assigned

EXPERIENCE & EDUCATION:

REQUIRED:

- Finance or accounting background
- Good knowledge of bookkeeping procedures
- Hands-on experience with accounting software
- Advanced knowledge of Microsoft Excel (creating spreadsheets and using formulas) and Microsoft Word
- Solid data entry skills with an ability to identify numerical errors
- Strong attention to detail with excellent organizational/time management skills
- High level of problem-solving skills
- Ability to anticipate work needs and interact professionally with partners
- Excellent verbal and written communication skills
- High school diploma or equivalent required

PREFERRED:

- Associate's or Bachelor's degree in Accounting preferred
- At least two years of related experience preferred
- Experience in non-profit setting preferred
- Knowledge of state and federal financial regulations a plus

ABOUT CBBEP:

CBBEP is a local non-profit 501(c)(3) organization dedicated to protecting and restoring the bays and estuaries of the Texas Coastal Bend. Since 1999, CBBEP has been working to create a Texas Coastal Bend with cleaner water and sediment, healthier habitats, greater public access, and a more aware and engaged public. With the help of federal, state, and local partners, the CBBEP has restored thousands of acres of marsh habitat, funded dozens of projects designed to improve water quality, and installed infrastructure to enhance public access opportunities. In addition to implementing projects that address priority issues like water quality, habitat restoration, and nature tourism, CBBEP has created organizational programs to conserve coastal birds and their habitats, conduct environmental education programs, and acquire coastal habitats for the purposes of conservation. To learn more visit www.cbbep.org.

CBBEP supports a healthy work-life balance and recognizes that there are tangible benefits from supporting flexible working practices and assisting employees to achieve a balance in their work commitments and their life outside of work. Employees work a standard workweek but are occasionally required to work overtime, including some evenings and weekends.

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

TO APPLY:

Position is open to all qualified applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, marital status, or status as a covered veteran.

To be considered for this position, please send cover letter, resume, and any relevant work samples to info@cbbep.org with "Accounts Administrator" in the subject line. We will not accept faxed, mailed or hand delivered applications. Position is open until filled.