



**Accounting
Specialist Position**

I. TITLE: Accounting Specialist
FLSA: Full-Time, Salary, Exempt

II. ORGANIZATION AND POSITION SUMMARY:

Waterloo Greenway is a 1.5-mile urban park system supported by a public-private partnership between the City of Austin and Waterloo Greenway Conservancy (WGC). Once complete, the 35 acres of connected green space will be home to a wild array of natural and cultural destinations. The park system is being planned, designed, and built in three phases of geographic milestones. Meeting each phase by our completion goals is ambitious and requires support from the entire community. Phase 1 opened in August 2021 and includes Waterloo Park and the Moody Amphitheater. Phase II, from the lake up to 4th Street, is under construction and will open in spring 2026. Amid epic gardens and rolling pathways, and a twinkling Waller Creek that links them, the environment, arts, health, and adventure will converge and nourish authentic and uplifting experiences that reflect our city’s diversity.

WGC is seeking a motivated and experienced individual to take on the Accounting Specialist role. The Accounting Specialist is responsible for supporting the organization’s day-to-day accounting operations, with a primary focus on accounts payable, accounts receivable, cash postings, and credit card reconciliation. This role ensures that financial transactions are recorded accurately and in a timely manner while maintaining compliance with organizational financial policies and procedures.

III. ESSENTIAL FUNCTIONS:

- **Accounts Payable**
 - Receives bills and invoices daily via traditional paper and email
 - Process and review vendor invoices for accuracy and proper coding.
 - Enter invoices into the accounting system and ensure timely payment in accordance with vendor terms.
 - Maintain vendor files and assist with vendor inquiries.
 - Assist with annual IRS Form 1099 preparation and reporting.





- **Accounts Receivable**
 - Prepare and issue invoices to customers, and donors as needed.
 - Record incoming payments and apply them to the appropriate customer and donor accounts.
 - Monitor outstanding receivables and follow up on past-due balances.
 - Maintain accurate customer and donor records and documentation.

- **Cash Management**
 - Post daily cash receipts and deposits to the general ledger.
 - Assist with monthly bank reconciliations.

- **Credit Card Administration**
 - Record and reconcile all organizational credit card transactions.
 - Ensure receipts and supporting documentation are submitted and properly coded.
 - Follow up with Ac regarding missing documentation or incorrect coding.

- **General Accounting Support**
 - Assist with month-end and year-end closing processes.
 - Prepare journal entries and account reconciliations as assigned.
 - Support the annual audit by gathering requested financial documentation.
 - Ensure compliance with organizational financial policies and procedures.

- Other responsibilities as delegated by management

IV. PHYSICAL DEMANDS AND WORK ENVIRONMENT:

This job is primarily performed in an indoor office environment, requiring the candidate to remain in a stationary position over 50% of the time.

V. QUALIFICATIONS - EDUCATION AND EXPERIENCE:

- BBA degree in accounting or finance. In lieu of accounting or finance degree a BA/BS degree from a four accredited institution and prior work experience in related field
- Minimum 2-5 years' experience in accounting/finance is required
- Nonprofit experience preferred





VI. KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent interpersonal and communication skills
- Excels at working with a diverse group of people
- Beginner to intermediate experience with QuickBooks Online
- Proficient with Microsoft Excel and Word
- Understanding of accounting principles and ability to apply same to assignments, interaction with vendors, and team members
- Displays a high level of self-motivation, ability to multi-task and thrives in a deadline-oriented environment
- Ability to take initiative in solving routine/advanced problems

COMPENSATION

Competitive compensation, commensurate with experience (\$55,000 - \$60,000). Comprehensive benefits package including health, vision, and dental insurance; generous PTO; retirement plan with organizational match.

WORK ENVIRONMENT

This position is primarily performed in an indoor office environment, requiring the candidate to remain in a stationary position over 50% of the time. During events, this person may be required to lift heavy objects and stand for long periods of time; if unable to meet this requirement reasonable accommodations will be made. This person occasionally works in outdoor weather conditions. Reliable transportation is required to attend frequent meetings off-site. Some evening and weekend hours are required.

TO APPLY

Qualified applicants are invited to submit a résumé, cover letter, and contact information for at least three professional references via email to jobs@waterloogreenway.org. (*References will not be contacted without prior notification*). Applicants must possess work authorization that does not require employer sponsorship for a visa.

EMPLOYMENT OPPORTUNITY

Waterloo Greenway strongly supports equal employment opportunity for all applicants regardless of race, color, religion, sex, gender identity, pregnancy, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, sexual orientation, genetic information, or any other characteristic protected by state or federal law.





HIRING PRACTICES

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

