



## **Job Description**

### **Part-Time Bookkeeper**

Texas Wildlife Association – New Braunfels, Texas

Part time – Approximately 15-20 hours per week (average)

Email resume to [djackson@texas-wildlife.org](mailto:djackson@texas-wildlife.org)

### **Position Overview:**

The Part-Time Bookkeeper provides transactional bookkeeping and documentation support for the Texas Wildlife Association and Texas Wildlife Association Foundation. This role focuses on accurate data entry, recordkeeping, and reporting support under established procedures, while maintaining strict adherence to internal controls and segregation of duties.

**Authority & Limitations:** This role performs transactional bookkeeping support only and does not reconcile accounts, approve payments, process payroll, prepare journal entries independently, or produce financial statements.

### **Work Environment:**

This position is based in a professional office setting and requires secure handling of financial and confidential information.

### **Essential Duties and Responsibilities:**

- Monitor and manage the TWA accounting email inbox
- Enter approved invoices, expenses, and deposits into the accounting system
- Apply proper coding to accounts, classes, and cost centers
- Print and mail checks after signatory process
- Maintain organized accounts payable and expense documentation
- Assist with credit card transaction posting and support schedules
- Assist with QBO-bank account transaction matching
- Run deposits in bank accounts
- Run standard financial reports and assist with month-end close preparation
- Flag discrepancies or missing documentation for review

### **Core Competencies:**

- Sound judgment, professionalism, and discretion in handling confidential information and internal communications
- Accuracy and attention to detail
- Timeliness and reliability in completing assigned tasks
- Adherence to internal controls and established procedures
- Integrity and accountability
- Strong written and verbal communication skills

**Qualifications:**

- 2+ years of bookkeeping or accounting support experience
- Experience with nonprofit accounting preferred
- Proficiency in QuickBooks Online or comparable accounting systems
- Strong attention to detail and confidentiality
- Access to confidential financial and personnel information requires strict adherence to organizational confidentiality and ethics policies

**Reports To:**

Director of Finance & Administration