



EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

POSITION TITLE: Bookkeeper

POSITION LOCATION: TWA HQ – New Braunfels, TX

SALARY: Competitive compensation commensurate with experience (plus benefits)

GENERAL POSITION DESCRIPTION:

We are seeking a detail-oriented and experienced Bookkeeper to join our team. The ideal candidate will be responsible for managing the day-to-day financial transactions of the organization, ensuring accuracy and compliance with accounting standards and regulations. This role requires a strong understanding of non-profit accounting, excellent organizational skills, and the ability to work collaboratively with other team members.

TWA MISSION:

Serving Texas wildlife and its habitat, while protecting property rights, hunting heritage, and the conservation efforts of those who value and steward wildlife resources.

TWAF MISSION:

Texas Wildlife Association Foundation, Inc. increases natural resource literacy by promoting conservation and educational programs that connect Texans to the land.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintain and update financial records, including accounts payable, accounts receivable, and general ledger entries.
- Reconcile bank statements and financial discrepancies by collecting and analyzing account information.
- Prepare monthly, quarterly, and annual financial reports for internal use and for submission to the Board of Directors and grant funders.
- Assist in the preparation of the annual budget and monitor budgetary compliance throughout the fiscal year.
- Process payroll and ensure timely and accurate payment of salaries and benefits.
- Track and report on grant expenditures, ensuring compliance with grant agreements and restrictions.
- Assist with annual audits and prepare necessary documentation and schedules.
- Monitor and ensure compliance with local, state, and federal financial regulations and guidelines.
- Collaborate with the finance team to develop and implement financial policies and procedures.

- Provide support to other departments on financial matters and assist with special projects as needed.

QUALIFICATIONS:

- Bachelor's degree in Accounting, Finance, or a related field, or equivalent work experience.
- Minimum of 3-5 years of bookkeeping experience, preferably in a non-profit organization.

KNOWLEDGE, SKILLS AND ABILITIES:

- Proficiency in accounting software (e.g., QuickBooks, Sage) and Microsoft Office Suite, particularly Excel.
- Strong understanding of non-profit accounting principles and regulations.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving abilities.
- Ability to work independently and as part of a team.
- Strong communication skills, both written and verbal.
- Commitment to the mission and values of TWA and TWAF.
- HR experience preferred

WORKING CONDITIONS:

- Full Time.
- Variable working hours, some weekends, minimum 40 hr. work week.

ADDITIONAL REQUIREMENTS:

- Resumes and list of references must be submitted and will be verified by TWA.
- Must have professional, cooperative, and family-oriented office and public demeanor.
- At will employment letter must be signed.

FORWARD RESUME TO:

Texas Wildlife Association
Attn: Justin Dreibelbis, CEO
6644 FM 1102
New Braunfels, Texas 78132
210.826.2904
Email: jdreibelbis@texas-wildlife.org

AN EQUAL OPPORTUNITY EMPLOYER