

Bookkeeper
CHILDREN AT RISK – Houston

CHILDREN AT RISK is seeking an enthusiastic, detail oriented and self-motivated team member who will perform the accounting function of a nationally recognized, Texas based, non-profit organization. The Bookkeeper will join a driven, dynamic, and growing team and will work closely with the Controller and CEO to record and report financial transactions internally and externally as well as manage payroll, benefits, account receivables and payables for the organization.

Key responsibilities include:

- Record weekly transactions in accounting system including deposits, expense reimbursements, checks and general journal entries; perform monthly bank reconciliations
- Manage payroll, insurance, taxes, accounts payable and receivable
- Prepare periodic grant reports for donors
- Assist in development and implementation of financial policies & procedures
- Provide information to external auditors during annual audit process
- Monitor monthly transactions and trends to minimize expenses
- Other related duties as assigned

About CHILDREN AT RISK

CHILDREN AT RISK is an active research and advocacy group dedicated to improving the quality of life of Texas' children through strategic research, public policy analysis, community education, and collaboration. Our focus is on strengthening public education, increasing access to evidence-based parent education, ending child trafficking, and improving child and health nutrition. We are the leading source of accurate information on children's issues and an advocate and catalyst for change concerning the needs of all children in Texas.

Preferred Qualifications

- Bachelor's Degree in related field required
- 2+ years of work experience
- Non-profit accounting experience required; knowledge of Quickbooks required
- Proficient knowledge of Excel and strong analytical skills
- Detail oriented and highly developed organizational skills
- Excellent interpersonal, written and verbal communication skills
- Strong ability to prioritize multiple tasks and meet deadlines
- A strong work ethic, a good sense of humor, an outgoing personality and a zeal for relationship building are all considered a real plus for this position

The position offers a competitive compensation and benefits package . Interested candidates should submit a letter of application, resume, and a list of three references **via e-mail** to Gretchen Himsl at ghimsl@childrenatrisk.org, with “Bookkeeper” in the subject line.