

Job Title	Accounting Specialist
Employer/ Agency	The Bridge Over Troubled Waters, Inc.
Job Description	The Accounting Specialist is responsible for assisting the Finance Director by performing a variety of moderately complex accounting activities related to the payment and receipt of money; computes, classifies, and records numerical data into the agency's accounting systems; exercises independent judgment in the processing and resolution of non-routine accounting matters, and applies a working knowledge of applicable laws and regulations.
Qualifications	<p>Minimum Requirements: High School Diploma/GED required; Associate's/Bachelor's Degree in Business or Accounting preferred; Good communication skills; both verbal and written; Minimum of two to four years' experience in accounting or bookkeeping, preferably in non-profit arena; Must pass criminal history background check; Must provide and maintain current auto liability insurance and annually update Motor Vehicle Report; Must be able to lift/carry up to 40lbs.</p> <p>Minimum Knowledge/Skills/Abilities: To perform this job successfully, an individual must demonstrate the following competencies. Knowledge of GAAP; Intermediate level of proficiency in Microsoft Office suite of programs; Ability to self-manage and prioritize daily work assignments; Ability to effectively manage in high stress environment.</p>
Salary/Hours	DOE
City, State, Zip	Pasadena, TX
Contact Person	Thecia Jenkins
Email Address	tjenkins@tbotw.org <mailto:tjenkins@tbotw.org
Application Method	Email resume and cover letter
Opening Date	Immediately

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