



Job Title: Staff Accountant

Department: Accounting

Supervisor: Controller

FLSA Status: Exempt

About the Downtown Austin Alliance:

The Downtown Austin Alliance is a nonprofit formed with the vision of enhancing, improving, and promoting Downtown Austin as an incredible place to live, work, and play. Through a broad range of programs, partnerships and initiatives, we work to create, preserve, and enhance the value and vitality of our beloved downtown. Together with our Downtown Austin Alliance Foundation, we create an inclusive downtown culture for everyone through impactful projects and the management of Republic Square Park for our community to enjoy.

We're a team driven by our Core Values: Visionary, Passionate, Inclusive, Collaborative, Trusted & Impactful. If this sounds like a good fit, we want to hear from you.

Job Summary:

The Staff Accountant is responsible for preparing the organization's financial statements in accordance with generally accepted accounting principles (GAAP). Facilitate and complete monthly closing procedures, preparing account reconciliations monthly for the Downtown Austin Alliance, Downtown Austin Alliance Foundation, and Republic Square.

This is a full-time (40 hours per week) exempt position. Our standard office hours are Monday through Friday 9:00 am – 5:00 pm. Each role at the Downtown Austin Alliance is based at our physical office in the heart of downtown Austin. As stewards of downtown Austin, we look for talent that wants to be in the heart of our local, collaborative community. We work in a hybrid model with a flexible work schedule, with 3 days a week in the office as our baseline and Tuesdays as our in-office day for the entire team. However, due to the nature of the work we do, occasional evening and weekend work may be required to meet deadlines or events. This position collaboratively works with and reports to the Controller.

Supervisory Responsibilities:

- None.

Duties/Responsibilities:

- Performs general accounting and other related duties in the accounting department.
- Prepares periodic (monthly) balance sheets, income statements, and profit and loss statements.
- Maintains general ledger accounting entries.
- Enters deposits in accounting system daily.
- Maintains physical and electronic accounting records.
- Manages and reconciles accounts payable and accounts receivable processes in Bank of America Cash Pro weekly.
- Syncs and reconciles Cash Pro weekly.
- Reviews and processes monthly credit card expenses report in Global Reporting Account Management system.
- Prepares credit card statements for monthly payments.
- Compiles and sorts invoices, checks, sets up new accounts, reconciles accounts, and closes the monthly books.
- Works with the controller to ensure proper month-end cut off.
- Reconciles bank accounts monthly, verifies deposits, and addresses inquiries from banks.
- Prepare financial statements for Downtown Austin Alliance Foundation board meeting.
- Serves as the liaison between the organization and its collaborators, including reporting, and observing compliance with city partners.
- Assists Controller with the preparation of audit schedules and documentation backup.
- Manages service contract administration including renewal, invoice coordination, and compliance.
- Recommend modifications to accounting systems, controls, and procedures to improve efficiency and effectiveness.
- Prepares budgets and forecasts for projects, tracks expenditure, and performs billing.
- Develops and maintains financial model for budget and operation purposes.
- Works with the Executive Assistant and Director of People to monitor number of users, plan changes, or renewals to ensure accurate billing adjustments for technology related expenses.
- Performs or assists with other related duties as assigned.

Required Skills/Abilities:

- Extensive knowledge of general financial accounting.
- Understanding of and ability to adhere to generally accepted accounting principles.
- Highly proficient with various accounting software.
- Ability to learn and apply new skills.
- Excellent time management and organizational skills.
- Able to work collaboratively and work independently with a high-level of self-motivation to meet goals and deadlines.
- Must be detail oriented and able to demonstrate initiative and follow-up skills.
- Strong analytical skills.

- Ability to express ideas and thoughts verbally and in written form.
- Capacity to handle multiple priorities in a fast-paced team environment.
- Proficient in Microsoft Word and Excel.

Education and Experience:

- Bachelor's degree in Accounting, Finance, Business Administration or related discipline; or three to five years related experience and/or training; or equivalent combination of education and experience.

Physical Requirements:

- While performing the duties of this Job, the employee is frequently required to stand; walk; sit and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.

Compensation & Benefits

Salary range \$45,000 - \$62,000 with bonus plan eligibility after the successful completion of annual goals.

- 401K non elective contribution of 3% plus additional 2% employer match with employee elected contribution
- Employer paid employee coverage for medical, dental, and vision
- Employer paid Life Insurance
- Employer paid Short/Long Term Disability
- 20 days of Paid Time Off
- 10 paid holidays (including one floating personal day)
- Paid winter break from December 26 – December 31st
- Summer Fridays
- Paid Parental Leave
- Cell phone stipend

- Commuter benefits
- Bikeshare membership
- Professional Development
- Onsite Gym
- Fully stocked kitchen with beverages & snacks

The Downtown Austin Alliance is committed to creating a diverse, inclusive workplace and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetic information, disability, age, or veteran status.