



## **JOB DESCRIPTION**

**Job Title:** Accountant  
**Reports:** Executive Director  
**Classification:** Part-time, Contract  
**Work Schedule:** 8-10 hours per week in office, flexible days

### **Position Overview:**

River Legacy Nature Center in Arlington, Texas is searching for a part-time Accountant with experience in Accounts Payable/Receivables and proficient in QuickBooks. The Nature Center is located in the 1,300-acre River Legacy Parks, a floodplain woodland along the Trinity River.

### **Responsibilities:**

- Responsible for all general accounting duties and budget reconciliation for River Legacy Foundation
- Preparing balance sheets and income statements for Executive Director to present to Board of Directors
- Maintaining accurate and up-to-date financial records, including accounts payable, accounts receivable, and payroll.
- Assisting CPA with external audits to verify the accuracy of financial records

### **Qualifications:**

- Excellent communication skills with strong ability to multi-task
- Candidates must have strong organizational skills and detail oriented
- Working knowledge in QuickBooks, Excel and Word
- Strong understanding in bookkeeping
- Experience running payroll in ADP

### **Submission:**

Applicants must submit resume their [resume here](#).

*River Legacy Foundation is a 501(c)3 nonprofit organization formed in 1988 to preserve and enhance the land along the Trinity River and its tributaries as an extraordinary educational, recreational, and natural resource. It is an Equal Opportunity Employer.*

*Information about River Legacy Foundation, River Legacy Park and River Legacy Nature Center can be found at [www.riverlegacy.org](http://www.riverlegacy.org)*