



Accounting Assistant (Spring 2023)

We are looking for a seasonal **Accounting Assistant** to help us manage the accounting system in preparation for BBQ Austin and the Fair & Rodeo. This is an opportunity to take on the challenge of working in a fast-paced, customer-driven non-profit, in an environment that is exciting, motivating, challenging and fun!

This is a short-term, paid position for the Spring of 2023. The term is from January through the end of April. The pay rate is \$15 per hour. The expected commitment will be 40 hours per week during regular business hours, with possible extended hours during event time.

Who We Are:

Since 1938, Rodeo Austin has been a mission with a rodeo that has brought heritage and entertainment to our community. We are funded by a month-long real western experience held every March, where Rodeo-goers get to do things they can do nowhere else - including a ProRodeo, one-of-a-kind concerts, a carnival and a livestock show. We are Rodeo Austin, a not-for-profit that provides real experiences and gritty fun to raise millions for Texas kids.

What You'll Do:

- Record daily deposits received through various online platforms
- Make cash/checks deposits
- Process payment requests received from various departments
- Create invoices
- Prepare journal entries
- Prepare closing entries
- Review A/R statements and follow up with customers on past due accounts
- Reconcile general ledger accounts
- Collect W-9 Forms and assist with the preparation of 1099-MISC and 1099-NEC Forms
- Assist Controller in managing the process of developing the annual operating budget
- Have a leadership role in the Show Bank during BBQ Austin and Fair & Rodeo

What You'll Need:

- GED or high school diploma required; Accounting degree preferred, but not required
- 3-5 years of Bookkeeping experience
- Proficiency in a variety of industry business tools such as QuickBooks, Microsoft Office programs, and Adobe
- Attention to detail
- Excellent written and verbal communication skills
- High degree of personal accountability and initiative

- Ability to work both independently and in a team setting
- Creative problem-solver with strong interpersonal skills with capacity to work both strategically and hands-on
- A strong work ethic and a positive attitude
- Ability to remain poised and professional under pressure

Perks & Benefits:

- Hands-on, real-life experience to help you hone your talents in accounting
- This is an hourly position with a pay rate of \$15 per hour
- The chance to be part of something bigger – a mission with a Rodeo raising millions for Texas kids

Not sure if you Qualify?

That's okay! if you're interested in the role and believe you could be a good fit, we encourage you to apply!

Rodeo Austin is an equal opportunity employer, and we value diversity. All aspects of employment will be based on merit, competence, performance, and business needs.

Please send cover letter, resume, and list of references to:

Pam Herber, Controller
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Austin, TX 78724
512-919-3000
Pam@RodeoAustin.com