



PROJECT UNITY

FOR EMPOWERMENT, FOR HOPE

Business and Finance Specialist II

Project Unity is a non-profit that has been providing support services to those at risk in the Brazos Valley Community for the past 27 years. Due to growth within our organization, we require an additional member to join our Business & Finance team.

We are currently operating the QuickBooks accounting system, transitioning to Oracle Netsuite. We operate a number of externally funded programs making the management and operation of our cost allocation models a key function of our accounting operation.

Key duties, which will be shared with other team members, include:

- Processing and cost allocation of accounts payable
- Monthly program billing
- Bank account reconciliation
- General Ledger account reconciliation
- Data entry and processing our Bi-weekly payroll

The successful applicant will be a person who has ***proven experience and ability to undertake the duties as listed***, with the exception of payroll, which is easily taught. Required personal attributes will also include an attention to detail, accuracy, reliability and the ability to plan and observe deadlines.

The successful applicant will become part of an exciting and skilled team that is deeply committed to bringing advancement and new opportunity for all in our local Community.

Salary: \$40,000 base - commensurate based on experience + Benefits (Medical, Dental, Vision, Life, Short Term Disability Insurances)

To learn more about Project Unity, visit our website at: projectunitytexas.org

To be considered for employment, please send the below documents to: abreckenridge@project-unity.org

- Cover Letter, pointing to experience relevant to the job
- References for relevant work experience
- Resume