

## **Bookkeeper/Admin Assistant in Houston, TX (onsite)**

**Job duties include approximately 90% bookkeeping and 10% administrative support duties.**

- Monitor daily cash account balances, forecast upcoming expenses, and suggest cash movement as needed. Review needs for distributions.
- Maintain books for all family office entities within QuickBooks, including any period-end closing entries.
  - Provide financials for reviews quarterly.
- Review all accounting general ledger activity.
- Reconcile books to supporting statements.
- Prepare monthly cash flow analysis for various entities.
- Review credit cards statements monthly for any exceptions and reconcile with receipts. Allocate to proper entities as necessary.
- Ensure bills and loan payments are made on a timely basis. Get approvals for invoices and review GL coding.
- Process Positive Pay.
- Process contractors' payments for ranch property.
- Payroll for executive's 2<sup>nd</sup> home.
- On an annual basis, prepare and file required Form 1099s and ensure all Form W-9s needed from vendors are on file.
- Prepare trial balances and supporting documents to assist CPAs in quarterly estimates and annual tax return preparation.
- Maintain logs for inventory of assets.
- Deposit checks received (royalties, distributions, enterprise funding, etc.) – Bank runs.
- Assist with bookkeeping for all entities.
- Maintain water well logs for annual permitting and reporting
- Maintain personal loan information.
- Assist with administrative help for vehicles purchased.
- Assist EA to the CEO with various duties, including:
  - Relieving EA when she is absent
    - Daily at lunch and between 5:00 and 5:30pm and when EA is on PTO
  - Organize file cabinet
- Continue with office administrator responsibilities as before (i.e. ordering supplies, etc.)
- Sort & distribute mail daily.
- Review, allocate and approve expense reports on Concur daily.
- Code FedEx billings for Corporate.
- Reconcile flights

Salary range will depend on experience and education. \$65-80,000 per year. plus medical, dental, vision and 401k plan.