



LUBBOCK ECONOMIC DEVELOPMENT ALLIANCE™

Accountant & Office Manager

The Lubbock Economic Development Alliance (LEDA) is seeking an administrative professional with a knack for both accounting and office management to support our CFO and ensure smooth day-to-day office operations. This role requires attention to detail, strong interpersonal skills, and the ability to multi-task, meet deadlines, and maintain confidentiality.

Key Responsibilities:

- Oversee accounts payable/receivable, bank reconciliations, payroll processing, expense reports, and other similar duties.
- Assist with monthly, quarterly and year-end reporting and tax filings.
- Coordinate Board meetings, materials, software and communications.
- Manage office operations including scheduling, visitor coordination, event planning, and office equipment and supply maintenance.
- Receive and screen visitors and telephone calls and act as primary point of contact for the organization.

Qualifications:

- 5+ years of experience in accounting and office management.
- Proficiency in QuickBooks, Excel, and Microsoft 365.
- Strong understanding of accounting principles, payroll, and budgeting.
- Excellent organizational, communication, and interpersonal skills.

Benefits & Other Information:

- Medical, HSA, FSA, Dental, Vision, Life, Long Term Disability, 401k with Employer Contribution, PTO, Paid Holidays, and more.
- This is an in-person, full time, salaried, exempt position. The work schedule is generally M-F from 8-5pm.

This role offers the chance to play a vital part in both financial management and office efficiency within a dynamic team. If you're ready to take on a multifaceted role that challenges and rewards, apply now!

To apply please email your resume and cover letter to natalia@marketlubbock.org.

Visit Lubbock & LEDA are an Equal Opportunity Employer. A pre-employment drug test will be required.