



EMPLOYMENT OPPORTUNITIES

Accounting Specialist POSTING Number: 2012-01

To Apply: Employment Application Forms can be obtained from our website or HACS' Administration Office. **Please** include the **Job Posting Number** listed above when submitting your completed Employment Application. **Resumes will not be accepted in lieu of HACS' Employment Application Form.** You may submit your completed original application by mailing, faxing, or scanning and emailing your information to:

Houston Area Community Services, Inc.
Attn: Nathan Maxey, MPA
2150 West 18th Street, Suite 300
Houston, TX 77008
For more information email nmaxey@hacstxs.org No phone calls please.
Website: www.hacstxs.org Fax: 713-526-1422

To ensure consideration, return an Employment Application by	Supervisor: Edgar Vallarta, Controller
	Address of Opportunity(ies): 2150 West 18 th St, Suite 300, Houston, Texas 77008
	Number of Opportunity(ies): 1
UNTIL FILLED	

Job Functions: Heavy involvement with check requests and related expense allocations. Reviews all check requests for required information and codes checks in accounting system before forwarding to Controller for approval. Issues payment after signature by Chief Financial Officer. Files check packet in appropriate vendor file, copies as needed to program files, and updates master billing spreadsheets.

Responsible for program billing files and preparing monthly invoicing to funding sources. Maintains all supporting documentation of agency purchases within vendor files as well as in program files. Works heavily with Controller on integrating group insurance and payroll worksheets into billing files.

Assists other agency staff in preparing check requests. Works with vendors for proper set-up in company accounting system. Obtains, verifies, and maintains W-9 forms for vendors. Assists in the compilation of annual 1099 tax form preparation. Compiles monthly closing folders for review by Controller in a timely manner.

Has primary responsibility for processing bi-monthly payroll for agency: sets up new employees, updates deduction amounts, and terminates payroll records as needed. Uploads staff timesheet allocations into the master payroll worksheet.

Provides training, guidance, and oversight over petty cash funds when issued to program managers as well as monitors and reports on administrative petty cash fund. Prepares, posts, and delivers bank deposits in accordance with established policies and procedures. Evaluates cash needs and recommends amounts to transfer from appropriate sources as part of overall agency cash management plan. Performs quality management/assurance activities.

AN EQUAL OPPORTUNITY EMPLOYER

Other tasks as assigned by Controller.

Minimum

High school diploma required.

Qualifications:

At least 1 year paid experience in office accounting required. Peachtree software experience highly preferred.

Excellent communication skills and ability to multi-task strongly preferred.

**Additional
Information:**

Participates in trainings required by the funding source and/or required by licensure.

HACS, a Joint Commission accredited healthcare organization, offers a very competitive compensation package including medical/dental insurance, vision coverage, and paid time off. Short-term, long-term disability and paid holidays are also part of our benefits.