

Accounting Clerk

General Information

Job Posting ID: 3476563	Creation Date: Apr 12, 2017
Employer Posting No: ---	Closing Date: Apr 12, 2018
Job Site Address: DEL RIO, Texas 78840	Employer Type: Private Sector
Openings Filled: 0 of 1	Status: Open
Contacts: 17 of 50	

Job Description

Performs all financial functions required for the successful administration of all funds received by the Agency in accordance with HUD and by GAAP regulations. This is accomplished by conducting monthly bank reconciliations, preparing HUD subsidy draw-down, calculating monthly assets, bookkeeping, and preparing reports, and preparing year-end, semi-annual, and quarterly reports. Receives daily mail and verifies vendor number, purchase order number, property, quantity, price and general ledger account number from the related purchase order. Verifies that purchase order has been received and approved by staff. Ensures that payments to vendors are timely to take advantage of discounts. Enters and posts invoices into the financial accounting system. Splits paid charges out to the site level. Ensures that all invoices balance to the batch total in the computer system and files. Selects invoices to be paid, prints, folds, mails checks and direct deposit notices. Sends pay check information to the bank; and sends electronic payment files to the bank. Verifies and accurately processes payroll records for all new employees, including W-4 information. Reconciles and verifies all bank deposits and delivers bank deposits to the bank. Performs other duties as assigned.

Supervisory Experience

Required: No

Pay: Starts at \$11.60 / HR

Shift: Days (First)

Duration: Temp OR Temp to Hire

Workweek: Part Time

Veterans Only: No

Federal

Contractor: No

Eagle Ford Shale

Job: No

Is this job related to Hurricane Harvey Clean-up/Restoration?: No

Job Requirements

Occupation: Bookkeeping, Accounting, and Auditing Clerks

Minimum Experience and Education: 2 yrs 0 mos and 3+ years college, technical or vocational school

Additional Requirements

Driver's License

Type: Class C - Standard Driver's License