

Accountant/Purchasing Agent - I COCC/Non-Exempt



This position is responsible for assisting the Director of Finance and ensuring that all procurement procedures comply with federal and state guidelines. This position performs a variety of administrative, finance-related and customer service tasks that require a broad understanding of accounting principles and methods. The work requires interacting with landlords, case managers, and housing authority staff to process payments and coordinate procurement procedures in a timely manner.

PRIMARY RESPONSIBILITIES

- Prepares and processes general operating checks on a weekly basis
- Enters approved check requests/invoices into accounting software and prints accounts payable transaction ledger for review by the Finance Director
- Posts approved accounts payable transactions and processes general operating checks
- Compares check register against approved check requests to ensure accuracy
- Enters manual checks into electronic database
- Enters and/or approves journal entries
- Voids checks based on approved check cancellation requests
- Prepares contract log and various financial reports on a regular basis
- Processes purchase requisitions, submits for approval, and processes purchase orders
- Assists the Finance Director with the reconciliation of balance sheet accounts and sub-ledgers at the end of the month
- Prepares W-9 for landlords/owners
- Records grant revenue in accordance with relevant federal regulations
- Performs related duties

QUALIFICATIONS AND REQUIREMENTS

- Bachelors of Science in accounting or equivalent from an accredited university
- One to two years of experience in a position with similar duties preferred
- Willingness to creatively and collaboratively solve issues as they arise
- Commitment to help HCHA be the most efficient and compassionate service agency possible

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

- The employee's job is largely sedentary requiring up to eight hours in a seated position.
- The employee will experience some repetitive motion of the hand/wrist when using a computer.
- The employee must have a normal range of vision, hearing, and speech to complete paperwork, review documentation, and communicate with authority personnel and contacts on the telephone or in person on a regular basis.
- Work involves the normal risks or discomforts associated with an office environment.

Harris County Housing Authority is an Equal Opportunity Employer. If you are a person with a disability requiring assistance applying for this position, please contact hr@hchatexas.org.