

## Accounting Clerk

Temporary/Non-Exempt



Harris County Housing Authority (HCHA) is seeking a temporary accounting clerk at its central office, located at 1933 Hussion Street, Houston, TX 77003. Services will be performed between the hours of 8:00 AM and 5:00 PM, Monday through Friday.

### PRIMARY RESPONSIBILITIES

As a temporary accounting clerk, candidate's responsibilities include basic office tasks such as:

- Scanning, filing and organizing of documentation;
- Contacting participants to notify them of outstanding enrollment form to be completed to enable the distribution of debit card for utility payments;
- Contacting Housing Authorities to notify them of delinquent payments and determine estimated date of payment;
- Contacting Vendors for required documentation for contract files;
- Data entry;
- Adhering to company rules and regulations;
- Clearly and respectfully communicate with supervisor and staff;
- Maintain a clean work environment;
- Other duties as assigned.

### QUALIFICATIONS AND REQUIREMENTS

General accounting clerk skills include:

- Attention to details
- Organizational skills
- Solid communication skills in writing and speaking
- Computer literate
- Associates or Bachelors in accounting or equivalent from an accredited university
- At least 1-year experience in a position with similar duties preferred but not required

### 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](mailto:hr@hchatexas.org).