

Houstonfirst

Job Posting

Position:	Accounting Analyst
FLSA:	Non Exempt
Department:	Finance & Administration
Reports to:	Controller
Reporting Location:	Partnership Tower
Workdays & Hours:	8:00 a.m. to 5:00 p.m., Monday through Friday

SUMMARY: Prepare routine and ad hoc reporting and analysis

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTION: Essential Duties and Responsibilities:
(individual duties, assignments and responsibilities required of the position)

- Develop data analysis and status reports as required to meet management needs.
- Collect statistics and financial data to prepare monthly financial accountability report.
- Prepare specialize ad hoc reports and analysis as required.
- Assist with budget preparation annually.
- Assist with preparation and distribution of 1099's to vendors at the end of year.
- Work with the Controller to file tax returns (franchise tax and income tax) for certain entities.
- Act as backup to check distribution, document filing, archiving and retrieving for Finance as needed.
- Assist the annual audit and provide analysis and supporting documents as requested.
- Assist Controller with routine administrative tasks.
- Other duties and special projects as required.

SUPERVISORY RESPONSIBILITIES: (personnel supervision, budgets, performance, etc.)

- This position has no supervisory requirements.

EDUCATION AND/OR RESPONSIBILITIES: (special training, certifications, college degree, etc.)

- 5 years' experience in business related field; Bachelor degree in Accounting, Finance or Business Administration preferred.

KNOWLEDGE, SKILLS AND ABILITIES: (technical, communication, interpersonal, etc.)

- Computer literacy with advanced knowledge in MS products including Word, Excel, Outlook
- Excellent written and verbal communication skills.
- Strong customer service skills.
- Strong attention to detail and follow up.
- Ability to interact effectively with all levels within the organization.

WORK ENVIRONMENT: (overtime, travel, physical demands, and conditions)

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- No major sources of discomfort; essentially normal office environment with acceptable lighting temperature and air conditions.
- Occasional extra hours may be required to meet deadlines.

ANNUAL SALARY: Commensurate with experience

POSTING DATE: April 5, 2018

CLOSING DATE: Until filled

APPLICATION PROCEDURE:

- 1) Fill out a "CCSI Application" and attach a current resume
- 2) Submit both, application and resume, to Human Resources at hfjobapplications@houstonfirst.com

The individual selected for the position described above will be employed by Convention and Cultural Services, Inc., and in accordance with an existing Services Agreement, will perform services for Houston First Corporation.

An equal opportunity employer.