

# Houstonfirst

## Job Posting

<b>Position:</b>	<b>Accounting Assistant</b>
<b>FLSA:</b>	<b>Non Exempt</b>
<b>Department:</b>	<b>Finance &amp; Administration</b>
<b>Reports to:</b>	<b>Controller</b>
<b>Reporting Location:</b>	<b>Partnership Tower</b>
<b>Workdays &amp; Hours:</b>	<b>8:00 a.m. to 5:00 p.m., Monday through Friday</b>

**SUMMARY:** Ensure all data is coded and input into system in a timely manner and assist the Controller in routine administrative tasks.

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

- Assist in preparation of the monthly accountability report and dash board report.
- Assist in preparation of the monthly budget vs actual reports to different board committees.
- Prepare and track the invoices to tenants in GRB (calculate the usage of utility usage, Janitorial and HVAC)
- Prepare and distribute 1099 to vendors at the end of year.
- Assist the controller to file tax returns (franchise tax and income tax).
- Assist accounting staff with archiving files and retrieving files.
- Provide backup to check distribution and document filing as needed.
- Assist the annual audit and provide support documents as requested.
- Assist Controller with organizing and maintaining files.
- Maintain calendar for Controller.
- Other duties and special projects as required.

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

- This position has no supervisory requirements.

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

- 3-4 years' experience in business related field; Bachelor degree in Accounting, Finance or Business Administration preferred.

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

- Excellent sales techniques, networking skills and proven track record as well as interpersonal skills.
- Must possess excellent oral and written communication and presentation skills.
- Must be computer literate, with working knowledge of Windows, Excel, PowerPoint, Prezi or similar software.

**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:** November 15, 2017

**CLOSING DATE:** November 30, 2017

**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](mailto: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.