

Houstonfirst

Job Posting

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

SUMMARY: Assists Assistant Controller with the preparation of Financial Statements, and management reports for all Houston First entities. Assist Accounting staff in routine administrative tasks and ensure financial data is input in a timely manner.

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

- Prepare cash/check deposit slip, update the deposit log, and scan all documents with supporting information.
- Assist the Houston First monthly closing, which includes making journal entries, reconciling balance sheet accounts and research/clean the reconciling items.
- Assist monthly closing of CEFD which includes recording the deposits and all the other transactions; and reconciling the bank account of CEFD.
- Prepare journal for Hotel/Hotel administration and reconcile the bank account and TexStar Account.
- Assist the Controller with preparation of cash disbursement analysis.
- Assist preparing annual financial report and fulfilling requests from external auditors.
- Analyze and research the budget and actual variance, make adjustment entry if needed.
- Perform general office duties such as filing, answering telephones, and handling routine correspondence.
- Provide backup to accounting staff as needed.
- 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.)

- Bachelor's degree in Accounting, Finance or Business Administration preferred, 0-2 years' experience in accounting.

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

- Computer literacy with advanced knowledge in MS Office Suite and Outlook.
- Exposure to Microsoft AX Dynamics or any ERP preferred.
- 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.
- Advanced knowledge of office machines, including scanning.

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 2017

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.