

NOTICE OF JOB POSITION OPENING

Date Posted: 5/5/2022

POSITION TITLE: Accounting Assistant
LOCATION: 1420 Erie Ave McAllen, TX 78501
REPORTS TO: Controller
PAY RANGE: Pay Grade A (\$22,880 - \$34,320)

PRIMARY PURPOSE:

To perform general accounting and bookkeeping duties for the organization including bank reconciliations, scheduling of various payables, posting of various ledger entries, review of daily activity and cash logs, and completion of various schedules and reports to management on a regular basis in an expeditious and efficient manner and in accordance with established policies and procedures. To assist in accounts payable and other related front office duties in a cooperative and dependable manner.

RESPONSIBILITIES:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assist accountants with preparation of all necessary audit schedules for the fiscal year.
- Reconcile various general ledger accounts.
- Review daily activities and cash logs.
- Complete schedules and reports to management as scheduled.
- Assist in maintaining filing system of financial documents.
- Requests and Completes draw-downs for the following programs
 - Urban County Program HOME
 - City of McAllen HOME and HHG
 - TDHCA Amy Young Barrier Removal Program
 - City of Pharr CDBG
 - Federal Home Loan Bank (SNAP, DRAP, HAVEN)
- Tracks expenditures for grant balances
- Completes rental portfolio to Neighborworks Online Reporting system on a quarterly basis.
- Maintains funding reports for CHDO and NSP
- Records new loans into MIP software.

EDUCATION/CERTIFICATION/EXPERIENCE:

1. Minimum of an Associate Degree from an accredited University or College in Accounting or related field required.
2. Minimum three years' experience in the accounting field required.

ADDITIONAL ELIGIBILITY QUALIFICATIONS

1. Fluent in English and Spanish language in both written and verbal styles.
2. Ability to write routine reports and correspondence.
3. Working knowledge of database software; Internet software, accounting software, spreadsheet software and word processing software

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