

NOTICE OF JOB POSITION OPENING

Date Posted: 04/06/2022

POSITION TITLE: Real Estate Coordinator / Accounting
LOCATION: 1420 Erie Ave McAllen, TX 78501
REPORTS TO: Controller with indirect reporting to Director of Real Estate Services
PAY RANGE: Pay Grade A (\$22,880 - \$34,320)

PRIMARY PURPOSE:

Responsible for preparing and processing invoices for payment, maintaining the accounts payable records and producing accounts payable reports to AHSTI Accounting team and TuCasa Investment, Inc. entities including (Esperanza RGV Real Estate, LLC; Framework Homes, LLC; Neighborhood Alliance Management, LLC; RGV Tierra, LLC). Responsible for providing accurate and reliable information to management in accordance with established policies and procedures. To assist in 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 in coordination with AHSTI Accounting Department.

- Distribute funds to subcontractors on a weekly basis
- Accurately review, code, and process vendor invoices to match with cost recap sheet
- Performs monthly bank reconciliations for TuCasa
- Post recurring journal entries
- Assist with cost allocation; direct and indirect
- Review daily activities and cash logs
- Assist accountants with preparation of all necessary board packet schedules
- Prepare reports for reimbursement for different programs
- Review and reconcile invoice discrepancies
- Audit and process credit card bills
- Manage the integrity of information contained in the accounts payable database and files so that information is retrievable for departments, and intact for the annual audit.
- Provide reports to immediate supervisor of the operation and progress of project expenditures when required for TuCasa entities
- Assist with the preparation of the annual budget
- Distribute fund to suppliers every 10th of month
- Distributes funds to the maintenance and operation accounts monthly/as needed
- Maintain vendors in MIP with proper coding, 1099's and W9
- Verify accurate bid prices at the time of disbursement of funds
- Records fund transfers to accounts as needed
- Assists accountant with audit schedules and accounts payable related requests for auditors

- Prioritize invoices according to cash discount potential and payment terms
- Respond to all vendor inquiries
- Assist in month end closing and review property owner reports for accuracy
- Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices
- Maintenance of electronic copies of contracts; monitoring and communicating with department directors regarding contract renewal
- Perform other related duties as requested and assigned

EDUCATION/CERTIFICATION/EXPERIENCE:

1. Associate's Degree in Accounting required.
2. Bachelor Degree in Finance or related Accounting study preferred
3. Two-Three years' experience with accounts payable or general accounting preferred.

ADDITIONAL ELIGIBILITY QUALIFICATIONS

- Fluent in English; Spanish speaking preferred in both written and verbal styles
- Proficient Microsoft Office knowledge and skills
- Strong time management and organizational skills
- Knowledge of basic accounting principles
- High degree of attention to detail
- Ability to work independently and prioritize tasks
- Strong analytic abilities.
- Time Management and Organizational Skills
- Financial Management
- Project Management
- Personal Effectiveness/Credibility
- Must be extremely detail-oriented, attention to accuracy
- Ability to multi task and see projects through to completion
- Computer proficient in Word, Excel and ability to learn to use efficiently

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