

Job Position: Accounting Coordinator Central Houston, Inc.

Since 1983, Central Houston has been the steward of Houston's vision for the redevelopment and revitalization of downtown. Central Houston has contributed to the momentum of this exciting revitalization by enhancing collaboration among public officials, developers and businesses. Central Houston has facilitated many of the public and private projects that have transformed downtown over the past 30 years.

Today, Central Houston's leadership and oversight continue to play a critical role downtown. Our 2017 priorities focus on the image of our city, quality of life, strengthening the economic base, and continued collaboration with government and downtown property owners to improve the central city. A catalyst for collaboration and coordination, Central Houston expands with the number of development projects downtown that require review and oversight. Central Houston offers unique opportunities to shape Houston's future.

Central Houston, Inc. is an equal opportunity employer, encouraging applicants from a diversity of backgrounds. More information on the organization can be found at the following websites: centralhouston.org and downtownhouston.org.

DESCRIPTION: The organization seeks a detail-oriented Accounting Coordinator to be responsible for accounts payable, invoicing, spreadsheet analysis, and accounting document retention for Central Houston and its related entities. This full-time position reports to the Accounting Manager.

RESPONSIBILITIES

- Handles all of the accounts payable functions including verification of proper authorization and correct coding on vendor invoices, weekly check printing and securing signatures for Central Houston and its related entities: the Downtown Redevelopment Authority, Central Houston Civic Improvement and the Houston Downtown Management District.
- Prepares monthly invoices for operations and other departments.
- Follows up on accounts receivable open balances and non-cashed checks.
- Able to prepare and maintain excel spreadsheets.
- Assists the Accounting Manager with schedules required for annual financial audits.
- Scans accounts payable invoices and other accounting records for electronic document retention. Maintains archive of paper documents as defined in the document retention schedule.
- Acts as backup for the office's administrative staff including assistance with meetings, covering the reception desk and answering phones.
- Performs other duties as requested.

QUALIFICATIONS

- Bachelor's Degree in Accounting or Business Administration preferred but not required.
- 1-3 years experience in a similar accounting role required. Prior work with accounting software such as Cyma, Quickbooks, or Microsoft Dynamics preferred.
- Sound fiscal judgment, demonstration of trustworthiness and basic understanding of accounting principles.
- Experienced and confident in using the computer as a tool. Comfortable using Microsoft Word, Google Docs, and Excel software programs.
- Must be highly organized and able to create and track systems that will keep the organizations up-to-date and in compliance.
- Must exhibit a professional manner and demeanor in interactions with co-workers, board members, affiliated agencies, and the public.
- Able to do troubleshooting to solve problems and be a solutions oriented person.
- Requires collaboration with peers to work as a team in a professional environment and the ability to work occasional late hours to ensure deadlines for presentation materials are met.
- Strong familiarity with the greater Houston area and downtown a plus.

Salary is dependent upon experience. Full benefits including a 401K plan are offered. Interviews are by appointment only. No telephone calls, please. To apply for this position, email resume and a cover letter to: Jackie Traywick, Chief Operating Officer, at jstraywick@centralhouston.org.