



STAFF ACCOUNTANT

POSITION SUMMARY

Responsible for review and maintenance of financial transactions by establishing accounts, posting transactions and performing periodic account reconciliations. Responsibilities include, but are not limited to, assisting the Controller in all phases of accounting to make sure accurate records are maintained. The Staff Accountant will be expected to analyze information, develop standards, and report on research results.

SPECIFIC DUTIES

- Maintain subsidiary accounts for accounts payable and accounts receivable, including monitoring of due dates and noting and researching transactions still open after due dates.
- Establish new vendors, new contractors, new customers and new employees on the general ledger and obtaining the appropriate documentation for each new vendor, contractor, customer or employee.
- Perform periodic reviews of revenues and expense accounts to make sure information is recorded accurately.
- Setup wire transfers and interbank transfers and record resulting transaction to the general ledger.
- Maintain historical records by filing documents electronically, by scanning and attaching to accounting system record, and maintaining hard copies of the documents for the appropriate time periods.
- Assist in the preparation of supporting schedules for the annual audit – including all schedules related to outstanding debt obligations.
- Assist in the preparation of financial statements for the annual audit, including the notes to the financial statements section.
- Prepare and distribute IRS Form 1099s annually.
- Collect IRS Form W-9 for each vendor.
- Compliance with federal, state and local legal requirements by studying requirements, enforcing adherence to requirements, filing reports timely and advising management on needed actions as discovered.
- Assist with investment accruals and reconciliation of all investment related bank accounts.
- Assist with special projects.

QUALIFICATIONS

Ideal candidate will have accounting degree and minimum of one- to six-months' work experience in financial reporting and accounting. Advanced degree in accounting can substitute for experience. Familiarity with basic principles and practices of fund accounting preferred but not required. Must be experienced or have a clear understanding of accounts payables, accounts receivables and general ledger transactions. Must have the ability to propose journal entries and understand their impact on the general ledger. Must be able to reconcile subsidiary accounts to the general ledger. Must possess a working knowledge of accounting software. QuickBooks experience preferred but not required. Must be proficient in Microsoft Excel, Word and Outlook.

NO CALLS, PLEASE.

SUBMIT COVER LETTER & RESUME TO: twaggoner@HoustonSports.org