



EVENT TRUST FUNDS COORDINATOR

POSITION SUMMARY

This is a full-time, non-exempt position for the person who will perform a variety of administrative and office support activities for the Harris County – Houston Sports Authority (HCHSA) as needed, and will report to HCHSA's Administrative Manager.

This person will exhibit a willingness to learn new procedures, specifically, those administrative aspects required by the State of Texas' Event Trust Fund (ETF) program. Prior experience with ETF administration is not required. This position requires a team player who has the ability and desire to learn and can take on multiple tasks associated with the program with creativity, accuracy, enthusiasm and attention to detail. Guidance and training will be provided that will enable this individual to perform the specific duties listed below.

SPECIFIC DUTIES

- Assist Administrative Manager with the timely preparation and submission of all components of the statutory documentation required by the State of Texas relating to all Event Trust Funds (ETF) filings on behalf of the organization, which includes:
 - Knowledge of the Texas Administrative Code relating to the ETF;
 - Knowledge of all components of the application process and assistance with monitoring due dates for each (selection letter, request letter from endorsing entity, economic impact report, affidavit of endorsing entity, affidavit of preparer of economic impact report, and submission of event support contract);
 - Knowledge of all statutory submissions required post-event and assistance with monitoring due dates for each (certificates of attendance, local match payments, and the disbursement request (including Excel spreadsheet and all backup documentation required));
 - Interface with Accounting and Events Departments as required to obtain all necessary information/documentation required to ensure successful and timely submissions.
- Project a professional image through in-person, telephone and electronic interaction.
- Other projects as assigned.

EVENT TRUST FUNDS COORDINATOR

QUALIFICATIONS

- High school graduate (some college preferred)
- Bookkeeping/accounting experience helpful
- Strong working knowledge of PCs and PC-based software, including Microsoft Word and Excel
- Strong oral/written communication skills
- Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar necessary for proofreading
- Ability to work efficiently in a multi-tasked environment while maintaining a professional image
- Working knowledge of office procedures, office equipment, fax machines, copiers, scanners, etc.
- Highly organized individual with good reasoning skills who pays attention to detail

No phone calls, please. Email cover letter and resume to ejeanes@HoustonSports.org.