



1954 E. Houston., Suite 104 / San Antonio, Texas 78202
(210) 225-0071 • Fax (210) 225-6976

POSITION DESCRIPTION

TITLE	Part-Time Accounting Clerk	e-mail resume:	Jamie.flechas@habctx.org
SUPERVISOR	Director of Operations	DEPARTMENT	Operations
REGULAR/TEMP	Temporary	FULL/PART	Part-time

We are looking for a Part time Accounting Clerk to support the Accounting Department at the Housing Authority of Bexar County main office. You will act as the main point of contact for our offsite properties as well as a back-up payroll person and accounting representative for any related queries from employees, vendors and/or external partners.

Your main administrative duties include payroll processing, assisting Human Resources and Accounting as needed (e.g. employment records and onboarding guides, monthly payment processing, accounts payables and receivables, etc.) and updating internal databases. Our ideal candidate has experience with Bookkeeping, Accounting, Payroll, HR procedures and can juggle various administrative tasks in a timely manner.

Responsibilities

This role will be responsible for back-up accounting and payroll duties when the Accounting Specialist or Human Resources Specialist is not available. These duties include, but are not limited to:

- a. Accounting:
 - i. Monthly accounts payables/receivables
 - ii. Bank deposits, printing checks, ACH payments
 - iii. Credit card, billing, and bank statement reconciliation
 - iv. Addressing statement/payment issues in Elite
 - v. Answering account related questions and other clerical duties as required
- b. Human Resources/Payroll:
 - i. Payroll Processing through ADP
 - ii. Assistance with attendance points/tracking
 - iii. PTO/Leave requests
 - iv. Creating employee files, compiling, filing, and other HR related projects as needed

Regular duties

1. Processes full transactions related to the A/P and A/R of all HABC offsite properties according to HABC Accounting Policies and Procedures.
2. Assist Properties Managers with the accounting cycle and cash monitoring.
3. Responsible for reconciling bank accounts and or general ledgers
4. Prepare periodic report for leadership team and/or Board of Commissioners.
5. Manage business relationships with customers, vendors, and contractors to ensure excellent customer service.
6. Responsible for clerical duties under the Accounting Process.
7. Other duties as assigned.

Requirements

- Proven work experience as accounting clerk, bookkeeper, payroll clerk, or relevant role
- Excellent Microsoft Excel experience is required.
- Experience with ADP Workforce Now is a Plus!
- Computer literacy (MS Office applications, in particular)

- Excellent organizational skills, with an ability to prioritize important projects.
- Strong phone, email and in-person communication skills

Job Type: Part-time

Education and Experience:

Required

- Bachelor's Degree in Accounting, or related field with 3-5 years of equivalent experience, in addition to 3+ years of processing payroll for 30+ employees
- Previous payroll/accounting experience required
- Proven experience with biometric time and attendance software, experience with Attendance on Demand a plus
- Must maintain strict confidentiality of sensitive employee and company information
- Must be able to work weekends and/or holidays to finalize payroll for processing, if necessary
- Must be extremely organized
- Must have a strong attention to detail
- Must be able to multi-task and complete tasks while getting interrupted by in-person employee visits or phone calls
- Strong oral and written communication skills required
- Strong work ethic and team player
- Flexible and adaptable to succeed in a growing and dynamic decentralized environment
- Strong problem-solving and analytical skills
- Be respectful of management and fellow co-workers
- Proficient in Microsoft Word, Excel, and Outlook

EQUIPMENT AND SYSTEMS OPERATED

- Personal computer/Word Processing/Spreadsheet software.
- Standard office equipment.
- Ability to type 40 wpm.

ADDITIONAL WORKING CONDITIONS

- Requires availability to work beyond normal workday (when needed).
- Work environment consists substantially of indoor office activities performed in heated/air conditional setting.
- Position requires the need to sit, stand, bend and/or stretch for extended periods.
- Requires lifting, carrying and/or pushing up to 10 pounds.
- Occasional travel to various work locations in all weather conditions.
- Frequent repetitive hand movement (e.g. typing).
- Appointees will be required to possess a valid driver's incense and be insurable according to agency guidelines only if the operation of a vehicle, rather than employee mobility is necessary to perform essential duties of the position.

Responsibility for Confidential Matters:

The employee will not have access to sensitive information, including tenant identification information, EIV, SSN's, financial information, criminal history records, credit history, and tenant wage records., However, if such information is provided The employee must ensure all confidential information is secured at all times.

Mental and Physical Abilities:

The mental and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position open until filled

HABC is an equal opportunity employer that values diversity at all levels. All individuals, regardless of personal characteristics, are encouraged to apply.

This job description is subject to change and in no matter states or implies that these are the only duties and responsibilities to be performed. The qualifications listed above are guidelines, other combinations of education and experience that could provide the necessary knowledge, skills and abilities to perform the job will be considered.

Date Approved: **03/29/2021**