



HOUSTON-GALVESTON AREA COUNCIL

PO Box 22777 • 3555 Timmons Ln. • Houston, Texas 77227-2777 • 713/627-3200

JOB TITLE:	FINANCE SPECIALIST
JOB NUMBER:	FO07003
CLASSIFICATION:	Exempt
DEPARTMENT:	Finance
SOC NUMBER:	13.2099
SUPERVISED BY:	
EEO-4 JOB CATEGORY:	B – Professional

STATE JOB TITLE:	ACCOUNTANT IV
STATE JOB CLASSIFICATION NUMBER:	1018-EXEMPT
STATE SALARY GROUP:	B19

JOB SUMMARY

Performs complex accounting work. Work involves preparing financial records, documents, and reports. Specializes in Payroll and Cooperative Purchasing. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

1. Prepares financial reports, schedules, and exhibits; and prepares and audits general journal entries, payment, cash, purchase, travel, and related vouchers.
2. Audits accounting and financial documents as assigned for accuracy and compliance with policies and procedures and with state and federal statutes.
3. Prepares monthly status analysis of funds and expenditures, and prepares technical reports on estimates, cost data, and budget items.
4. Classifies, codes, posts, and balances assigned financial and accounting documents and records.
5. Maintains adequate records of expenditures, funds, appropriations, and expenses, as well as revenue collected and deposited.
6. Analyzes and recommends improvements, adaptation, or revisions to the accounting system and accompanying procedures.
7. Reviews all assigned outgoing invoices to ensure accuracy.
8. Responds to all inquiries regarding Cooperative Purchasing financial transactions.
9. Maintains and balances accounts receivable for Cooperative Purchasing.
10. Processes bi-weekly payroll, including compiling and inputting data from all employee timesheets, preparing payroll tax deposit, and preparing payroll checks and direct deposit bank notifications.
11. Reconciles payroll balances and performs month-end close related to payroll.

12. Assists in planning procedures and regulations to control the disbursement of allocated funds and in preparing letters of instruction, manual revisions, and related forms as necessary.
13. May instruct staff on the maintenance of assigned accounting records on expenditures and revenue collected, the posting of general ledgers, and the posting of journals entries and/or adjustments.
14. May direct the maintenance of assigned accounting records on receipts and disbursements in compliance with state and federal statutes, policies, and procedures.
15. May assist in planning accounting and administrative support work procedures.
16. Performs related work as assigned.

MINIMUM REQUIREMENTS

1. Bachelors Degree with an emphasis in Accounting
2. A minimum of three years work experience in accounting on an automated accounting system.
3. Payroll processing experience is highly preferred.
4. Working knowledge of Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
5. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
6. Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
7. Ability to work independently and with little to no supervision.
8. Ability to plan and effectively manage complex, long-term projects.
9. Ability to work as a team player on multiple projects.
10. Strong analytical and research skills are required.
11. Ability to prioritize and organize work.

AMERICANS WITH DISABILITIES SPECIFICATIONS

Physical Demands:

The 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.

While performing the duties of this job, the employee will be required to sit, perform repetitive physical and mental activities, have face-to-face and telephone contact with individuals or teams, have telephone conversations, write letters and memos, use electronic mail, meet strict deadlines, work with others in a group or team, and work with external customers or the public. Job tasks are performed in close physical proximity to other people. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

Work environment characteristics 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.

While performing the duties of this job, the employee is not exposed to weather conditions. The work is performed indoors in environmentally controlled conditions. The noise level in the work environment is usually moderate.

Hours:

Work hours are generally a regular work week of 40 hours per week with a one hour lunch period each day. Exact hours to work each day will be assigned and may vary as required. Work days are generally Monday through Friday. However, the position may require work in addition to regular hours, earlier or later than assigned and occasional weekends.

BENEFITS

Health insurance, dental insurance, life insurance in the amount of annual salary, long term disability, vision insurance and worker’s compensation are all available to the employee at no charge. Dependent coverage, short-term disability, voluntary supplemental life, and other types of voluntary coverage are available to the employee as optional benefits. Fee schedules for optional employee benefits are available for review in the Human Resources Department. H-GAC observes holidays in accordance with the Holidays policy, which is subject to change from time to time. Employees are entitled to paid vacation and sick time accruing per pay period. Vacation time may not be taken until the employee has been with H-GAC for six months. After 6 months of employment, the additional benefit of a 401k retirement plan is earned. H-GAC contributes 7.00% of the employee’s gross salary into the retirement plan which is fully vested after six years of employment. The employee is required to contribute a minimum of 3.00%. Temporary and part-time employees are not eligible for benefits except those required by law.

SALARY

Level 6, Professional II
41,606 – 68,615

By signing below, I acknowledge that I have received a copy of this job description, that I have had an opportunity to review it, that it has been discussed with me, and I believe I can fulfill the duties contained therein.

Employee Signature

Date

**Go to www.h-gac.com to apply
H-GAC is an Equal Opportunity Employer**

06.02.10