



Gulf Coast Authority Job Posting

General	
<p>This position will be posted internally and externally for 5 calendar days and the process begins with completing an employment application for the position with a statement of why you are seeking this position and submit online at GCATX.ORG/Careers page. Upon receipt, it will be followed by a file review. Subsequent interviews will be scheduled for qualified internal applicants through facility supervisors as convenient and to not disrupt work at the applicant's facility. We will consider external candidates simultaneously.</p>	
Position	Pay Range
Central Office-Accounting Clerk	For Qualified Candidates IS ~ \$21.07 - \$27.13
Job Summary	
<p>Accounting Clerk requires performing complex activities that follow well-established procedures. Accounting Clerk duties involve varied clerical work, which occasionally requires some application of independent judgment and knowledge including close attention to details, accurate and reliable data entry. Requires skill and ability to move comfortably in the accounting system. Timely and accurate work is reviewed through observation and is subject to periodic internal and external audits. The position requires interaction with coworkers in various departments and strict confidentiality. Reports directly to the Accounting & Audit Manager.</p>	
Typical Duties and Responsibilities	
<p>Timely and accurate data entry including cash receipts, accounts payable, customer invoice processing, and purchase card transaction processing and reconciliation. Problem-solving and customer service skills with vendor/customer invoices and account applications. Daily/monthly reconciliation of Accounts Payable/Receivable subsystems to the General Ledger. Daily confirmation of data entry postings to primary and subsidiary ledgers. Daily processing of incoming cash receipts, direct payment requests, bank DR/CR advises, etc. Assist with maintenance of vendor and customer files and monthly customer billings. Responsible for maintenance of certificates of insurance. Assists the Accountant and Accounting & Audit Manager in routine or special accounting issues. Compliance with external audit information requests. Responsible for responding to routine requests such as credit checks, tax exemptions, W-9s, credit applications, etc. Performs accounting and other research tasks. Maintenance of all finance files including control indexes, journal entries, cash receipts, accounts payable and receivable invoices (open and paid) and system audit reports in good order. Ability to recognize and maintain confidentiality of sensitive information. Ensure compliance of agency records policies to provide supporting documentation for all transactions. Assist in weekly import, current purchasing card charges, entry of receipts, coding, and descriptions for assigned facilities, and scheduling payment of master statement. Assist purchasing coordinators when needed. Performs any related accounting duties as required.</p>	
Knowledge, Skills, and Abilities	
<p>Proficiency in the use of ten key calculator, typewriter, word processing, electronic spreadsheet applications Microsoft Windows and mainframe-based accounting software.</p>	
Environmental conditions	
<p>Work is performed onsite primarily indoors (office/lab environment). May require travel between facilities to assist with associated accounting issues. May be required to work at off-site industrial setting. Exposure to an industrial environment on occasion.</p>	
Education, certification, and experience required	
<p>Associate degree or equivalent college hours and/or experience with a major concentration in accounting. Accounting experience in a related field such as accounts payable, accounts receivable or payroll processing. Possess a valid Class "C" Texas Driver's license.</p>	
Physical requirements	
<p>Ability to sit for extended periods while performing various job functions such as the operation of PC, reading, and writing. Ability to occasionally stand, walk, kneel, crouch/stoop, squat, and twist upper body while performing tasks such as working with files and moving around the office. Ability to grasp with hands and manipulate office equipment such as computer keyboard, mouse, calculator, telephone, and supplies such as books, filing boxes, paper, and pencils. Work is conducted primarily indoors. Work involves performing job duties under tight deadlines. Work non-standard workdays and extended hours as necessary. Be responsive and available in emergency situations as required.</p>	

Summary and Timing

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, and physical demands required of personnel so classified. Holding people assigned to this or any job to the expectations described herein does not constitute harassment in any form.