



## **ACCOUNTING CLERK POSITION DESCRIPTION**

TexAmericas Center (TAC) is a special purpose district of the State of Texas. The Charter of TAC is to promote economic redevelopment of closed and surplus military property in Bowie County, TX. This position will provide key support to the on-going mission of TexAmericas Center.

### **GENERAL DESCRIPTION**

The Accounting Clerk provides support for the following functions: accounts payable, accounts receivable, monthly reporting, budgeting and payroll.

### **PRIMARY RESPONSIBILITIES**

- Reports directly to the Vice President of Finance
- Prepare payroll
- Review and deposit tenant payments
- Review invoices and purchases orders
- Review and maintain credit card documentation
- Month end closing
- Prepare quarterly payroll reports
- Monitor and analyze monthly operating results against budget
- Maintain project books with assistance from EVP/COO
- Monthly bank and credit card reconciliations
- Create and maintain vendor and tenant contract files for financial records
- Communicate with tenant and vendors regarding tax certificates, W-9, payments, etc.
- Coordinate all financial record filing and ensure compliance with records retention policy
- Maintain banking records
- Other duties as assigned

### **KNOWLEDGE AND SKILL REQUIREMENTS**

- Proficiency in Microsoft Office and QuickBooks
- 3+ years of experience as a bookkeeper and/or processing payroll
- Outstanding oral and written communication skills, initiative and ability to be motivated
- Ability to produce quality materials with tight timeframes and simultaneous projects
- Highly desired: a Bachelor's degree in Accounting or Finance

### **SALARY AND BENEFITS**



Salary commensurate with qualifications. Health, Vision, Dental, and Life for employee are provided. Family benefits are available. Generous 457(b)/401(a) and leave package are available after 6 month vesting period.

### **SPECIAL REQUIREMENTS**

Must be a US Citizen, at least 18 years of age, minimum high school graduate or GED, subject to drug screening at any time and without notice, background investigation and have a valid driver's license. Work will be performed upon an active military installation and further background investigations may be required to satisfy DOD requirements. Such investigations and DOD approvals will be a condition of employment.

***I have carefully read and understand the contents of this job description and have been given the opportunity to ask my supervisor any questions I have regarding my duties and responsibilities as described therein.***

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**Employee Signature**

**Date**

TexAmericas Center is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, TexAmericas Center will provide reasonable accommodations to qualified individuals with disabilities and encourages employees and prospective employees to discuss needed accommodations with the appropriate TexAmericas Center representatives.