



The mission of the Harris County Auditor's Office is to be an independent and progressive organization recognized for professionalism in carrying out the County Auditor's statutory duties and responsibilities.

NOTICE OF JOB OPENING

JOB TITLE: Accounting Clerk
POSITION #: 10019892
DEPARTMENT: Accounting – Accounts Payable

JOB DESCRIPTION: Primary duties include processing invoices for payment using the PeopleSoft accounts payable module. Will perform all duties under the general supervision of AP Management in accordance with the policies and practices of Harris County and the Harris County Auditor's Office. Focus of work efforts are to ensure accurate and timely payment of vendor invoices and filing of IRS documents. Duties will require communicating with vendors and departments to answer questions and resolve payment issues. Accounting Clerk will also assist with operational issues as they arise and make and implement recommendations for improving efficiencies.

WHAT WE OFFER:

- Competitive salary of up to \$22.00 per hour
- Downtown Houston location
- Excellent Benefits and Wellness programs
- Zero-Premium Employee Only Medical Plan
- Outstanding Retirement Program
- Collaborative Environment
- Subsidized Transit/Commute

WHAT WE ARE LOOKING FOR:

Qualified candidates must have High School diploma or equivalent with two to four years of accounts payable experience required. Associate's degree or higher in Accounting, Finance or Business preferred.

Ideal candidate possesses:

- The ability to plan and organize work, perform under pressure, and meet deadlines
- Ability to type 35 words per minute, and 10 key by touch
- Proficiency with the use of PeopleSoft Accounts Payable
- Experience with maintaining supplier vendor master and annual 1099 processing is desirable
- Proficiency with the use of MS Office
- Fluent in the written and oral use of the English language
- Excellent interpersonal skills

Additional duties include:

- Inputting and processing invoices in PeopleSoft
- Assisting with the resolution of voucher match exceptions
- Processing travel and expense payments in the PeopleSoft T&E module
- Experience processing PeopleSoft Single Payments and Payment Requests
- Experience processing e-settlements is desirable
- Assisting with the submission of unclaimed property to the state

Candidate must be legally eligible to work in the United States. We do not provide visa sponsorship.

Physical requirements for the position are the ability to sit for extended periods of time and the ability to push/pull, lift and carry up to 40 lbs.

TO APPLY:

Submit your resume via email to: Apps.HCAO@aud.hctx.net. Title and position number must be indicated the subject line of the email.

HARRIS COUNTY HAS AN EMPLOYMENT AT WILL POLICY

Harris County is an Equal Opportunity Employer

Applicants are considered without regard to race, color, religion, sex, national origin, age or disability