



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: Senior Accountant – Accounts Receivable
POSITION # 10019814
DEPARTMENT: County Auditor – Accounts Receivable & Grants
SALARY: Competitive salary of up to \$75,000 per annum

JOB DESCRIPTION: As a member of the Accounts Receivable (AR) team, incumbent will perform accounting and related tasks in a professional manner utilizing accounting expertise. Position responsibilities may include: processing customer billing activities; reconciling accounts receivable to the General Ledger; maintaining outstanding aging schedules and applying overpayments; analyzing and correcting issues on customer accounts and identifying, analyzing and correcting issues in the AR subsidiary system. Incumbent is expected to: perform tasks in an organized and efficient fashion, as well as maintain organized files and other documentation; communicate effectively with internal and external sources; and assist the management team in developing and implementing procedures to recognize Accounts Receivable on the Financial Statements of the County. This role also assists with the annual audit by compiling GASB 34 reporting requirements and responding to auditor request in a timely manner.

WHAT WE OFFER:

- 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 a Bachelor's degree in Accounting or a related field with a minimum of 30 hours in accounting from an accredited college or university. A minimum of three years of professional accounting experience is required. Solid working knowledge of contract accounting preferred. Fund accounting experience is a plus. CPA licensure and/or Master's Degree also strongly preferred.

In addition to the above, a well-qualified candidate must also have:

- The ability to plan and organize work, perform under pressure, correct situations, and meet deadlines with minimal supervision.
- Experience in reconciling accounts receivable to the general ledger.
- Superior problem-solving, critical thinking, and analytical skills.
- Proficiency in the use of MS Office Suite, with strong Excel skills.

- Experience with a large complex accounting system.
- PeopleSoft experience a plus.
- Excellent communication and interpersonal skills.

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 35 lbs.

TO APPLY: Interested candidates should indicate the Title and Position # of the job in the subject line of the email. Submit your resume via email to: Apps.HCAO@aud.hctx.net.

HARRIS COUNTY HAS AN EMPLOYMENT-AT-WILL POLICY

APPLICANTS ARE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE OR DISABILITY.

This position is subject to a criminal history check. Only relevant convictions will be considered and, even when considered, may not automatically disqualify the candidate.