



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 #: 10019884, 10019881
DEPARTMENT: Accounting – Accounts Payable
SALARY: Competitive salary of up to \$22.00 per hour

JOB DESCRIPTION: The Accounts Payable (AP) Department is part of the Accounting Division within the Harris County Auditor's Office. AP is responsible for auditing and processing claims submitted for payment for goods and services purchased by Harris County, the Harris County Toll Road Authority, the Harris County Flood Control District, Harris County Juvenile Board, and the Community Supervision and Corrections Department; in addition to, assisting vendors in answering questions and resolving accounts payable related issues. The high-volume deadline driven area, processes 1500 – 2000 claims daily as well as perform research required to respond to data requests under the Public Information Act.

The Accounts Payable Clerk serves as the primary processors for invoices for payment using the PeopleSoft Accounts Payable module. Under the general supervision of the AP Management and in accordance with the policies and procedures of Harris County, the AP Clerk work efforts are to ensure accurate and timely payment of vendor invoices and filing of IRS documents. Duties require communicating with vendors and departments to answer questions and resolve payment issues. The AP Clerk will also assist with operational issues as they arise and implement recommendations for improving efficiencies.

WHAT WE OFFER:

- 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 a high school diploma or equivalent, and two or more years of accounts payable experience.

Ideal candidate must possess:

- Excellent verbal and written communication skills.
- The ability to plan and organize work, perform under pressure, and meet deadlines.
- Excellent attention to detail.
- Ability to type 35 words per minute, and 10 – key by touch.
- Above average problem-solving, critical thinking and analytical skills.
- Proficiency in the use of MS Office and complex accounting and auditing software.
- Fluency in the written and oral use of the English language.
- Excellent interpersonal skills.

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: 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.