

Gulf Coast Trades Center
Job Announcement

Position: Accounting Clerk II/Payroll

Position(s) Available: 1

Opening Date: August 29, 2017

Closing Date: Until Filled

Salary: Depends on Experience

Status: Exempt

GENERAL DESCRIPTION:

Performs bookkeeping and accounting duties within the accounting system in place for the Gulf Coast Trades Center / Raven School/WMCDO including the areas of payroll. Maintain and/or monitor a variety of account involving posting, balancing, and preparing reconciliations. Performs special assignments as required.

REPORTS TO:

Chief Financial Officer

SUPERVISES:

None

QUALIFICATIONS:

- Minimum of high school diploma or GED
- Three (3) years of related accounting experience.
- Working knowledge of basic electronic data processing applications
- Working knowledge of account recordkeeping principles, practices and terminology
- Must pass pre-employment criminal history check.
- Must pass drug screen.

SPECIFIC DUTIES:

Must possess and demonstrate the ability to:

- Perform bookkeeping and accounting duties within the accounting system to include the areas of payroll.
- Maintain and/or monitor a variety of accounts involving posting, balancing, and preparing reconciliations.
- Process invoices and resulting checks during the payroll cycle to include printing checks, remitting payments, balancing and distribution of check registers, post cash payments made to subsidiaries from cash receipts and check registers.
- Communicate with employees regarding payroll, answer any questions or concerns employees may have regarding payment status and related issues.
- Perform special assignments and/or various related duties as required and/or requested.

Contact:

Michelle Harris
Human Resources Director
Gulf Coast Trades Center
143 Forest Service Rd. #233
New Waverly, Texas 77358
Jobs@gctcw.org
Phone: (936) 344-7847
Fax: (936) 344-2386

Revised 08/2017