

Date Posted: 3/22/10

**University of Houston
Graduate College of Social Work**

JOB OPPORTUNITY POSTING

Job Title: Accounting Assistant

Employer/ Agency: Resource & Crisis Center of Galveston County

Job Description: Duties of this position currently include but are not limited to:

Accounts Payable Responsibilities:

1. Assist with the processing Accounts Payable invoices for payment
2. Assist with reconciliation of employee insurance invoicing
3. Obtain accurate and complete accounts payable files for Audit purposes, all backup documentation and copies of checks.
4. Prepare invoicing for building rents
5. Prepare Monthly TAX reports for Thrift Sales and utilize WebFile online to make payments

Payroll Responsibilities:

1. Assist with processing Payroll

RCC Banking

1. Prepare all bank deposits
2. Take deposits to bank
3. Signature Cards – Updated as needed

Other Responsibilities

1. Assist with writing letters
2. Assist with creating the necessary monitoring of expenditures as required by grantors, ED, Director of Finance and Board of Directors.
3. RCC Insurance – Obtain policies; get approval & acceptance signatures by Executive Director, process for payment.
4. Assist with Bank Reconciliations
5. Help in assisting with Budget Revisions on an as needed basis.
6. Assist with maintaining vehicle insurance
7. Assist with AUDITS
8. Assist with Thrift Inventory – As requested by Director of Finance

9. Attend Workshops & Seminars as requested by Executive Director
10. Assist with ordering & purchasing RCC Supplies
11. Assist with travel arrangements and reservations for Directors/Employees and Exec. Director for upcoming Conferences.

1. **Qualifications:** Associates Degree in Accounting and/or a minimum of two (2) years of nonprofit accounting.
2. Must be proficient with computers and with Quickbooks Premier Accounting Software.
3. Prior experience with non-profit allocations is a plus.
4. Excellent verbal & written communication skills.
5. High degree of organizational skills.
6. Must possess the ability to deal with diverse audiences, have flexibility, and strong work ethics.
7. Valid driver's license and proof of insurance.

Salary/Hours: 28,000/year Full Time 8:00am-5:00pm

Employer/ Agency: Resource & Crisis Center of Galveston County
Address: 2202 Avenue L.
City, State, Zip: Galveston, TX 77550

Contact Person: Pamela Graydon
Contact Title: Accountant

Telephone: 409-763-1441 ext. 1507
Fax: 409-763-8809
Email: pgraydon@rccgc.org

Application Method: email or fax resume

Opening Date: March 22, 2010

If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@sw.uh.edu with the hiring details of your new job opportunity. Thank you