NOTICE OF JOB POSITION OPENING

POSITION TITLE: Accounts Payable Clerk
LOCATION: 1420 Erie Ave., McAllen, TX 78501
REPORTS TO: Accounting Supervisor
PAY RANGE: Pay Grade A ($22,880 - $32,760)

PRIMARY PURPOSE:
To perform general accounting and clerical tasks related to efficient maintenance and processing of accounts payable transactions for the organization and its’ affiliated entities. Responsible for providing accurate and reliable information to management in accordance with established policies and procedures. To assist in other related front office duties in a cooperative and dependable manner.

RESPONSIBILITIES:

- Distribute funds to subcontractors on a weekly basis
- Distribute fund to suppliers every 10th of month
- Distributes funds to the maintenance and operation accounts monthly/as needed
- Distributes funds through manual checks as needed
- Maintain vendors in MIP with proper coding, 1099’s and W9
- Verify accurate bid prices at the time of disbursement of funds
- Records fund transfers to accounts as needed
- Assists accountant with audit schedules and accounts payable related requests for auditor
- Assists in preparation of monthly board packages, including scanning packets
- Review all invoices for appropriate documentation and approval prior to payment
- Prioritize invoices according to cash discount potential and payment terms
- Process check requests
- Audit and process credit card bills
- Match invoices to checks, obtain all signatures for checks and distribute checks accordingly
- 1099 maintenance
- Respond to all vendor inquiries
- Reconcile vendor statements, research and correct discrepancies
- Assist in month end closing
- Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices
- Answer telephone calls and distribute mail as needed.
- Greet customers and post payments.
- In the absence of the cashier, performs cashier-related duties.
EDUCATION/CERTIFICATION/EXPERIENCE:

1. Minimum of an Associate Degree from an accredited University or College in Accounting or related field.
2. Minimum three years’ experience in the accounting field.

ADDITIONAL ELIGIBILITY QUALIFICATIONS:

1. Fluent in Spanish language in both written and verbal styles.
2. Excellent typing and computer skills.
3. Working knowledge of Microsoft Office and Excel suite programs.
4. Excellent interpersonal skills necessary to positively represent the agency and to interact professionally with all employees, customers and outside entities.
5. Ability to work with customers and staff with diverse backgrounds.

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