



Houston Hispanic
Chamber of Commerce

Job Description: Staff Accountant I

Houston Hispanic Chamber of Commerce is the leading regional advocate for the economic and civic interests of the Hispanic business community. HHCC represents approximately 90,000 businesses in the Greater Houston Region, ranging in size from start-ups to multi-national corporations, making the Houston Hispanic Chamber the largest in the country.

Position: Staff Accountant

Description: The Staff Accountant will support the CFO. The candidate must have a background in accounting or finance. Candidate must be organized, detail oriented, computer literate, have excellent communication skills and must be a team player.

Responsibilities:

- Assist the CFO with all financial reporting
- Assist with creation and management of annual budget
- Assist with forecasting and monitoring cash flow
- Manage data entry for all transactions
- Generate weekly export and reconciliation of revenue from SBA to QuickBooks.
- Monthly Bank Reconciliations
- Accounts Payable
- Accounts Receivable Invoicing
- Reconcile Petty Cash
- Provide, track and maintain supporting documentation for all financial transactions
- Maintain vendor files
- Other duties as needed

Qualifications:

- Bachelor's degree in accounting, finance or related field
- 1-2 years accounting experience preferred
- Strong organizational skills, attention to detail
- Working knowledge/Proficiency in QuickBooks preferred
- Proficient in Microsoft Office
- Excellent oral and written communication skills
- Excellent time management skills
- Flexibility with work schedule
- Eventbrite knowledge preferred
- Fluent in English and Spanish preferred

Start Date: Position open until filled

Compensation: Based on experience

To Apply: Please send a cover letter and resume to HRAdmin@houstonhispanicchamber.com with "Staff Accountant" and your name (Last, First) in subject line.