

Responsible for providing accounting and clerical support to Governmental Affairs Department personnel and maintains accounting document files, including daily work.

**Department:** Governmental Affairs

**Reports to:** Associate Director of TREPAC

**Type:** Full time

**Status:** Non-exempt

## JOB DESCRIPTION, DUTIES AND RESPONSIBILITIES

- *Maintains accounting department files and records.*
- *Enters information into accounting data entry system.*
- *Performs general clerical duties including but not limited to filing, photocopying, faxing, typing, and mailing.*
- *Assists with special accounting projects as needed.*
- *Performs other related duties as assigned by management.*
- *Verifies and prepares checks for mailing.*
- *Assists with month-end close and runs monthly reports as required.*
- *Assists with organizing and coordinating meetings and events*

## SKILLS AND QUALIFICATIONS

- *One-year certificate from college or technical school, six months to one year related experience, or equivalent combination of education and experience.*
- *Demonstrated ability to calculate figures and amounts.*
- *Accurately keystroke a minimum of 40 wpm.*
- *10-key by touch.*
- *Highly effective organization, multi-tasking, communication, and interpersonal skills.*
- *Demonstrated ability to accomplish results and meet set goals.*
- *Must be proficient in Microsoft Word and Microsoft Excel and will be required to become proficient in all computer programs used by Texas REALTORS® to communicate with its membership and with the administration process.*
- *General office experience along with extensive communication, social media, and writing experience. Filing skills and experience needed to maintain files and records.*
- *Will have daily phone and email contact with membership. Must be able to answer questions promptly and tactfully.*
- *Cooperate with any department to achieve the goals of the association.*
- *Must identify priority of tasks and set schedule to complete responsibilities with minimum supervision.*
- *Must exercise good judgment, use discretion, and work effectively under pressure in a self-directed manner within a collaborative team-oriented environment.*
- *Must also demonstrate the ability to prioritize and manage multiple projects and see them through to completion in a deadline-oriented environment.*