



THE ECONOMIC DEVELOPMENT CORPORATION
OF WESLACO

JOB DESCRIPTION

TITLE: Accountant / Human Resources

JOB LOCATION: Economic Development Corporation of Weslaco

JOB TYPE: Full Time, exempt position

SALARY: Based on experience

EDUCATION AND EXPERIENCE:

- Bachelor's Degree in Accounting
- At least 3 years of consecutive accounting experience
- Extensive experience with QuickBooks Accounting software

DUTIES AND RESPONSIBILITIES:

- Monthly preparation of Financial Statements and related reports for the EDC Board of Directors meeting and EDC Executive Director.
- Monthly general ledger analysis of Revenue & Expenses and Balance Sheet accounts.
- Monthly reconciliation of bank accounts & preparation of bank deposits as needed.
- Responsible for end of year fiscal audit conducted by CPA firm.
- Coordinate the preparation of the Fiscal Year audit and related work papers.
- Ability to read, interpret, and analyze business contracts.
- Processes accounts payable check runs on a weekly basis and ensures the accounting transactions are accurately posted to the QuickBooks general ledger.
- Verify all invoices and check requests for accuracy, verify account codes for proper assignment, and ensure documents are properly authorized.
- Organize and maintain accounts payable vendor master files.
- Processes payroll on a semi-monthly basis & makes related IRS EFTPS payroll tax deposits.
- Generate & submit regulatory payroll reports (Quarterly, Annual basis).
- Processes benefit enrollments, changes, and terminations.
- Strong computer skills with knowledge of Microsoft Suite, such as Word, Excel, and PowerPoint.
- Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
- Excellent oral, written, and interpersonal communication skills.
- Ability to work evenings and/or weekends as needed.
- Demonstrated ability to interact effectively with a diverse, multi-cultured business population.
- Other duties as assigned.

Please submit a **letter of interest, resume, and application** to Steven M. Valdez, Executive Director at acastaneda@weslacoedc.com.