



TLINGIT & HAIDA
REGIONAL HOUSING AUTHORITY

JOB RECRUITMENT

The Tlingit Haida Regional Housing Authority has a **Regular, Full-Time** position available:

JOB TITLE: Accountant II
LOCATION: Juneau, Alaska
SALARY: Starting at \$73,055 per year DOE
Benefits included

APPLICATION PERIOD: Open until filled

DUTIES AND RESPONSIBILITIES: Performs accounting work involving the preparation, review, processing, reconciliation and maintenance of financial documents for the purpose of recording accounting data in the general ledger. Provides financial analysis as requested. Provides monthly, quarterly, and annual financial reporting as required by stakeholders, state, and federal agencies.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in accounting or business degree preferred
- Four (4) years accountant experience required.

REQUIRED KNOWLEDGE AND SKILLS:

- Knowledge of accounting and computer systems
- Knowledge of governmental and project based accounting and reporting
- Working knowledge of excel and automated accounting software.
- Ability to identify discrepancies or inaccuracies in ledgers and make corrections.
- Working knowledge of techniques and methods in reconciling accounts
- Knowledge of federal grants and OMB Super circular
- Ability to maintain accurate records and keep materials confidential.
- Ability to search for, select, and compile/summarize data and information
- Ability to communicate effectively verbally and in writing as well as maintain good working relationships with co-workers and supervisors.
- Working knowledge of financial statements for the purpose of recording financial transactions impacting asset, liability, and capital accounts.
- The majority of work is performed in a professional office setting and is generally sedentary, requiring routine walking, standing, bending, and carrying of items weighing up to 50 lbs.

SUBMIT APPLICATIONS TO: THRHA 5446 Jenkins Drive, Juneau, AK;
Email jobs@thrha.org
www.thrha.org; for questions please call (907) 780-6868.

THRHA is a drug-free workplace and selected applicants will be subject to drug testing. Native Preference per 24 CFR 1000.