JOB RECRUITMENT

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

**JOB TITLE:** Accountant I - Payroll  
**LOCATION:** Juneau, Alaska  
**SALARY:** Starting at $60,135 per year DOE ($30.84 to $35 per hour DOE)  
Benefits included  
**APPLICATION PERIOD:** Open until filled  
**DUTIES AND RESPONSIBILITIES:** Processes bi-weekly payroll and liability payments. Processes travel requests and closeouts. Reconcile general ledger accounts related to payroll and employee receivables. Assists Finance department with accounting support as needed.

**MINIMUM QUALIFICATIONS:**  
High School Diploma or GED. Three years of accounting experience required with a minimum of one year of payroll experience. Bachelor’s degree in accounting may substitute for accounting experience.

**REQUIRED KNOWLEDGE AND SKILLS:**
- Ability to work effectively with managers, supervisors, and employees.  
- Knowledge of Federal and State Payroll Laws and OMB Super circular.  
- Knowledge of accounting.  
- Ability to maintain accurate, complete, and confidential records.  
- Working knowledge of word processing, spreadsheets, and automated accounting software.  
- Ability to interpret and apply and explain laws, regulations and polices.  
- Ability to identify discrepancies or inaccuracies in data and make corrections.  
- Ability to communicate effectively verbally and in writing.  
- Working knowledge of techniques and methods in reconciling accounts.  
- Ability to search for, select, and compile/summarize data and information.  
- While performing the duties of this job, the employee is regularly required to: Talk or hear; sit for extended period; kneel; crouch; reach; push and pull; and/or lifting up to 30 pounds.

**SUBMIT APPLICATIONS TO:**  
THRHA 5446 Jenkins Drive, Juneau, AK;  
Email jobs@thrha.org  
[https://www.regionalhousingauthority.org/careers/](https://www.regionalhousingauthority.org/careers/)  
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.