



## **ACCOUNTING SPECIALIST**

**Salary Range 15: \$31.18 - \$37.89/hour**

**Final Filing Date: Applications will be reviewed on a continuous basis; interested candidates are encouraged to apply immediately as the position may close at any time**

### **THE ORGANIZATION**

The Housing Authority of the City of Alameda is proud of its mission and accomplishments. In partnership with the entire community, the Housing Authority advocates and provides quality, affordable safe housing, encourages self-sufficiency, and strengthens community inclusiveness and diversity in housing.

### **THE POSITION**

AHA is opening a recruitment for an Accounting Specialist in the Finance Department. The Accounting Specialist performs a variety of routine to complex technical and administrative account support duties in the preparation, maintenance, and processing of accounting records and transactions. Job duties may include accounts payable, accounts receivable, payroll, and/or general accounting support. Please refer to the job description for the complete range of duties required of this position. This is a non-exempt, confidential position.

The Accounting Specialist will be hired on a 72 hours per pay period schedule (9 8-hour work days with every other Friday off). This recruitment process may be used to fill both current and future openings.

### **MINIMUM QUALIFICATIONS**

*A combination of training and experience that provides the required knowledge, skills and abilities. Typical ways to obtain the required qualifications would be:*

- Equivalent to graduation from an accredited four-year college or university with major coursework in accounting, finance, business or public administration, or a closely related field; or
- Minimum of two years of college course work including some relevant finance, business or accounting classes and at least one year of relevant experience in accounts payable, accounts receivable or payroll; or
- Minimum of three years of relevant experience in accounts payable, accounts receivable or payroll, including hands on experience with a large scale accounting software.

### **DESIRABLE/PREFERRED QUALIFICATIONS**

- Experience with Yardi or housing related software is a plus

### **ADDITIONAL INFORMATION**

The Housing Authority provides an outstanding benefits package, including:

- Membership in CalPERS defined benefit retirement program. *Important:* AHA does not participate in Social Security.
- A variety of health insurance plans to choose from, with some plans fully paid for (regardless of the number of dependents) by employer contributions
- 2 weeks of vacation, 10 holidays and 3.5 floating holidays per year plus paid sick leave

### **IMPORTANT APPLICATION INFORMATION**

**Final Filing Date:** Applications will be reviewed on a continuous basis; interested candidates are encouraged to apply immediately as the position may close at any time

To apply, candidates must submit a fully completed and signed Housing Authority employment application, including responses to the supplemental questionnaire and a resume (documents must be in Word or pdf format, and uploaded into the online application form). **ALL APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY.**

The AHA application form is located in the Working With Us>Employment Opportunities section of the Housing Authority's website at [www.alamedahsg.org](http://www.alamedahsg.org). The full job description and supplemental questions are on the Open Positions page in Employment Opportunities.

If you need a reasonable accommodation under the American with Disabilities Act, please contact the Housing Authority office at [hr@alamedahsg.org](mailto:hr@alamedahsg.org).

**The Housing Authority of the City of Alameda is an  
Equal Opportunity / ADA Employer  
Female, Minority, and Disabled Candidates are Encouraged to Apply**

Section 3 is a statutory provision, which requires that HUD administer its programs in a manner that promotes opportunities for training, employment and contracting for lower income persons that live in the area where HUD funds are utilized. This position may be partially paid through HUD funding grants and may be subject to the provisions of Section 3. The Housing Authority actively encourages employment applications from persons that may qualify as low income or who are otherwise economically disadvantaged.