



Colorado Springs Housing Authority
An Equal Opportunity Employer

The Colorado Springs Housing Authority

JOB ANNOUNCEMENT

Posting Date: **July 11, 2018**

Closing Date: **Until Filled**

Accountant

Salary Range: **\$25.00 - \$31.50 hourly**

OPEN COMPETITIVE

FLSA Status: **Non-Exempt**

JOB SUMMARY: In this position you will perform a wide variety of professional analytical duties in support to the Housing Authority; including analyses, studies, and research projects as requested; participate in financial processes; provide professional level accounting support throughout the organization; reconciliation of Housing Authority's general and subsidiary ledgers; prepare financial reports including comprehensive fiscal reports; perform various accounting functions relative to assigned areas of responsibility. Function with minimum supervision.

- Perform various analytical duties in support of the Housing Authority
- Variety of budget and accounting analyses.
- Gather and analyze data; make recommendations, prepare reports and take appropriate actions.
- Professional accounting activities in compliance with applicable standards and specifications; GASB, HUD Financial Reporting Regulations, CHFA Financial Reporting, and other State, City and Federal guidelines.
- Participate in budget analysis and preparation; internal and external audits.
- Year-end fiscal closings and special reporting as required.

MINIMUM QUALIFICATIONS: Bachelor Degree in Accounting with a minimum of 5+ years of experience.

- Proficiency in Microsoft Office and other financial programs/software.
- Advanced methods and techniques of accounting.
- Demonstrated organizational skills.

Note:

1. The Housing Authority is independently governed by a Board of Commissioners and, individuals employed by this agency are not employees of the City of Colorado Springs.
2. This position is engaged in the performance of work funded by a federal grant subject to the requirements of the Drug Free Workplace Act of 1988.
3. Filling of this position will be subject to Section 3 requirements as directed by the Department of Housing and Urban Development. Additional information will be required following submission of an initial application from the applicant if chosen for an interview.
For more information about Section 3 requirements, please go to <http://www.hud.gov/offices/ftheo/section3/section3.cfm>.

All fields in the application must be completed, including the Work Experience section, or your application may not be considered, even if accompanied by a resume. Send resumes to the Housing Authority's Human Resource Department, via mail, fax, or email.

Send applications and resumes to:

Human Resources
PO Box 1575, MC 1490
COS, CO 80901-1575
humanresources@csha.us
fax: 719-632-7807