



Housing Authority of the City of Reno

Announces an Open Competitive Recruitment for STAFF ACCOUNTANT

November 28, 2017

THE POSITION

Under general supervision, the Staff Accountant is responsible for performing difficult and complex accounting work in connection with interpreting and processing financial records; performing technical accounting and statistical tasks; reviewing payroll, statistical and financial records and transactions; preparing analytical and narrative accounting reports and work papers.

**THE JOB DESCRIPTION IS LOCATED ON THE
REVERSE SIDE OF THIS ANNOUNCEMENT**

POSITION LOCATION

1525 E. 9th Street
Reno, NV 89512

SALARY PAY RANGE

Starting pay rate is \$22.56/per hour
Merit increases to \$31.76/per hour

CONDITIONS OF EMPLOYMENT

This is a regular full-time position. The successful candidate will be required to submit to a controlled substance test and complete a criminal history check. Federal law requires evidence of identity and eligibility for employment in the United States.

SELECTION PROCESS

1. Applications will be evaluated to identify those who meet the minimum requirements.
2. Applications will be reviewed to select those candidates best qualified for an oral interview panel. Selected applicants will be notified as to the date and time of the panel.
3. The panel will conduct a comprehensive review of each candidate's technical knowledge and suitability for the position. Subsequent interviews may also be required.

4. Prior to employment, thorough reference checks are conducted. The finalists may be tested on software applications, office skills, and math proficiency.
5. Candidates not selected will be notified by mail.

If accommodation for a disability is needed during the application or interview process, contact Hillary Ratto, Human Resources Specialist at (775) 329-3630, extension 241.

TO BE CONSIDERED

If you are interested in this position you may obtain an application at www.renoha.org or by contacting:

Reno Housing Authority
1525 East Ninth Street, Reno, NV 89512-3012

The Reno Housing Authority is an affirmative action employer. It is the policy and the intent of the Reno Housing Authority to provide equality of opportunity in employment for all persons; to prohibit discrimination because of race, color, religion, sex, sexual orientation, gender identity, age, disability, genetic information, military or veteran status or national origin, in all aspects of its personnel policies, programs, practices, operations, and in all its working conditions and relationships with employees and applicants for employment.

**THE RENO HOUSING AUTHORITY DOES NOT ACCEPT
RESUMES IN LIEU OF AN APPLICATION.**

APPLICATION DEADLINE EXTENDED TO:

Friday, January 5, 2018