



Housing Authority of the City of Reno

Announces an Open Competitive Recruitment for **ACCOUNTANT**

THE POSITION

Under general direction, performs accounting duties of modest to difficult complexity in support of financial operations of the Reno Housing Authority's programs. Applies professional accounting principles, methods and procedures to the analysis, interpretation, preparation and maintenance of accounting records and various fiscal and financial reports.

THE JOB DESCRIPTION IS ATTACHED TO THIS ANNOUNCEMENT

WHAT WE DO

The RHA helps ensure nearly 9,000 people in the Truckee Meadows have a safe, secure place to call home. We are the largest provider of affordable housing in Washoe County, proudly assisting families and individuals in our community.

WHY APPLY?

The RHA is committed to developing a team that embraces our mission and core values throughout our local community. To offer superior service to our clients, we invest substantially in professional growth and development and are focused on exemplifying our underlying values of integrity, trust, leadership, progress and customer service. We offer **competitive salaries** based on skills and experience, an **exceptional benefits** package, a robust defined benefit retirement plan, and ample **opportunities for growth**. Our benefits package includes:

- ◆ **100% employer paid** health, dental, vision & life insurance
- ◆ Flexible Spending plan.
- ◆ **Excellent vacation & sick leave** accrual program
- ◆ Thirteen (13) paid Holidays
- ◆ **100% employer paid** retirement contribution for the Public Employees Retirement System (PERS)
- ◆ **Paid Parental Leave**
- ◆ 457(b) retirement savings program
- ◆ **Employer paid** life insurance and AD&D
- ◆ Positive, friendly work environment focused on providing work/life balance

SALARY PAY RANGE

Accountant Starting pay is \$36.74/per hour
Merit increases to \$54.30/per hour
Full-Time, Non-Exempt

CONDITIONS OF EMPLOYMENT

The RHA is committed to ensuring a safe, productive and positive work environment through a Drug and Alcohol-Free Workplace. Selected candidates will need to complete a pre-employment drug screen and background checks including a criminal history check.

TO BE CONSIDERED

If interested and meet the minimum qualifications for this position you are encouraged to obtain an application at www.renoha.org. If reasonable accommodation is required, please contact the RHA Human Resource Director at HR@renoha.org

Please submit a complete application on or before the close date to HR@renoha.org. While you may include a resume, the RHA cannot accept resumes in lieu of a completed application.

EQUAL OPPORTUNITY EMPLOYER

The Reno Housing Authority is an equal opportunity employer. The RHA is committed to the principles of Equal Employment Opportunity (EEO) in accordance with applicable Federal and State law, and Executive Orders. Our policies prohibit unlawful discrimination based on race, color, creed, gender, religion, marital status, domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by Federal, State, or local laws.

CLOSE DATE: Open until filled

This recruitment may close at any time based on applications received. Qualified applicants are encouraged to apply as soon as possible.



Executive Director
Amy Jones

Reno Housing Authority, 1525 East 9th Street, Reno, NV 89512
775.329.3630 RenoHA.org

ACCOUNTANT

DEPARTMENT: Administration
REPORTS TO: Director of Administration
Exempt/Grade: Non-Exempt / Grade 4

SUMMARY

Under general direction, performs accounting duties of modest to difficult complexity in support of financial operations of the Reno Housing Authority's programs. Applies professional accounting principles, methods and procedures to the analysis, interpretation, preparation and maintenance of accounting records and various fiscal and financial reports.

EXAMPLES OF IMPORTANT & ESSENTIAL DUTIES

- Prepares and maintains variety of detailed accounting, statistical and/or narrative financial statements or reports requiring analysis, interpretation, and a thorough understanding of the account structure and the relationship of data contained in the reports.
- Assists in the development, evaluation and monitoring of Authority budgets and internal controls.
- Interprets contracts, agreements, and debt covenants using accounting related terms.
- Verifies revenues and expenditures to proper accounts.
- Identify and communicate business process inefficiencies or operational issues observed while performing audits and recommend corrective action.
- Performs analysis of funds and accounts by reviewing general and subsidiary ledgers and other accounting records.
- Assists in preparing and maintaining various records and reports, including audit work papers, tax forms and monthly and quarterly statements.
- Monitors Authority compliance with Federal requirements and Authority policy.
- Conducts reconciliations of various accounts.
- Reviews Authority payments and receipts.
- Provides information as needed by management.
- Assists in the annual audit process.
- Performs other related tasks and duties as assigned.

MINIMUM QUALIFICATIONS

- Bachelor's degree in accounting, business administration, finance, public administration or a related field from an accredited college or university.
- Three (3) years of increasing responsible accounting experience which demonstrates possession of the knowledge, skills and abilities listed. Governmental accounting experience is desirable.
- Experience in development, construction and cost accounting is desirable but not required.

- Or an equivalent combination of education, training and experience which provides the knowledge and abilities necessary to perform the work as determined by Human Resources.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of the principles, practices, and techniques of accounting.
- Knowledge of the principles of financial administration, including recordkeeping, budgeting, reporting, and auditing.
- Knowledge of federal and state laws, regulations, and ordinances governing the fiscal operations of the Authority.
- Knowledge of the principles of mathematics and basic statistics.
- Knowledge of automated accounting applications and principles including the use of spreadsheets and other standard financial and business software.
- Ability to apply generally accepted accounting principles and governmental accounting practices.
- Ability to analyze data and prepare clear, concise, and accurate reports and statistical records.
- Ability to prepare and maintain comprehensive spreadsheets, documents, schedules, and reports.
- Ability to organize work, set priorities, meet critical deadlines, and follow up on assignments with minimum supervision.
- Ability to analyze and develop effective solutions to fiscal and accounting problems.
- Ability to effectively communicate verbally and in writing.
- Ability to establish and maintain effective and cooperative working relationships with residents, contractors, vendors, RHA staff, and the public.

WORK ENVIRONMENT & PHYSICAL DEMANDS

- Mobility, balance, coordination, vision, hearing, and dexterity levels appropriate to the functions performed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position descriptions are intended to present a descriptive list of the range of duties performed by the title and is not all-inclusive. May be expected to perform job-related duties other than those listed.

Revised: 03/22;03/20;
02/10. Est. 11/14

- Work indoors in an office setting with the need to meet strict deadlines, regularly operate standard office equipment including computers, printers, telephones, and copiers.
- Stamina to sit for extended periods of time; vision to read printed materials; hearing and speech to communicate in person or over the telephone.
- Occasional standing, walking, bending, stooping, kneeling, reaching, pushing, and pulling to retrieve and file information.
- Occasionally lift, carry, push, and pull materials and objects up to 10 pounds.

ADDITIONAL REQUIREMENTS

- Obtain and maintain certifications, licensure or credentials that relate to the position as directed by the Authority.