

Job Opening:

**FINANCIAL ACCOUNTANT-HCVP (Housing Choice Voucher Program)
LIHTC (Low Income Housing Tax Credit)**

Specifications:

This position under general supervision, controls the HCVP, LIHTC and grant program accounting systems, and prepares internal and Housing and Urban Development (HUD) required reports for the Greensboro Housing Authority. Work involves maintaining the HCVP, LIHTC and grant program accounting system and providing information concerning the HCVP, LIHTC programs and other grants. Employee is responsible for reconciliation of bank statements, balancing ledgers and journals pertaining to accounts, utilizing data entry and word processing equipment to enter data into accounting and preparing a variety of periodic reports. Work also involves maintaining the general ledger system and coordinating related information for input and final results, and all related activities. Employee must exercise considerable independent judgment, initiative and attention to detail in performing the duties of the position. Employee must also exercise tact and courtesy in contacts with local banking officials, auditors, residents, and consultants. Reports to the Accounting Manager-Operations. (This is an exempt position under FLSA). This position requires bachelor's degree in business or accounting and 1 to 2 years of experience in public accounting or comparable experience; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Must meet Light Work Physical requirements. Must possess a valid driver's license issued by the state of North Carolina.

Closing Date:

Open until filled

No qualified individual with handicaps shall, solely on the basis of handicap, be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity receiving Federal financial assistance. Qualified GHA employees will be given preference for this job. All applicants must apply directly to the main office at 450 N. Church St. We abide by the Drugfree Workplace Act, which includes pre-employment testing.

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