



## Regional Housing Authority

## JOB RECRUITMENT

The Tlingit Haida Regional Housing Authority has a **Regular, Full-Time** position available:

**JOB TITLE:** Accounting Specialist  
**LOCATION:** Juneau, Alaska  
**SALARY:** Starting at \$23.30 per hour DOE  
Benefits included  
**APPLICATION PERIOD:** Closes August 15, 2019

**DUTIES AND RESPONSIBILITIES:** Accounts Payable, Daily Deposits, and Accounting Support

### MINIMUM QUALIFICATIONS:

- High School Diploma or GED.
- Two years of accounting experience required.  
Higher education may be substituted for work experience.

### REQUIRED KNOWLEDGE AND SKILLS:

- Ability to work effectively with managers, supervisors, and employees.
- Ability to maintain accurate, complete, and confidential records.
- Must possess attention to detail and accuracy skills
- Must be dependable as workload is daily.
- Knowledge of Microsoft Office and proficiency with spreadsheets
- Ability to interpret and apply and explain laws, regulations and polices.
- Ability to identify discrepancies or inaccuracies in data and make corrections.
- While performing the duties of this job, the employee is regularly required to talk or hear; sit for extended period; stand; walk; use hands to finger, handle or feel; push and pull; reach with hands and arms, and lift up to 40 pounds.

**SUBMIT APPLICATIONS TO:** Email: [jobs@thrha.org](mailto:jobs@thrha.org)  
Mail: THRHA PO Box 32237 Juneau, AK 99803, or  
Hand deliver to: 5446 Jenkins Drive, Juneau, AK;  
[www.thrha.org](http://www.thrha.org); for questions please call (907) 780-6868.

THRHA is a drug-free workplace and selected applicants will be subject to drug testing. Native Preference per 24 CFR 1000.