



Regional Housing Authority

JOB RECRUITMENT

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

JOB TITLE: Accountant I - Payroll
LOCATION: Juneau, Alaska
SALARY: Starting at \$60,135 per year DOE (\$30.84 to \$35 per hour DOE)
Benefits included

APPLICATION PERIOD: Open until filled

DUTIES AND RESPONSIBILITIES: Processes bi-weekly payroll and liability payments. Processes travel requests and closeouts. Reconcile general ledger accounts related to payroll and employee receivables. Assists Finance department with accounting support as needed.

MINIMUM QUALIFICATIONS: High School Diploma or GED. Three years of accounting experience required with a minimum of one year of payroll experience. Bachelor's degree in accounting may substitute for accounting experience.

REQUIRED KNOWLEDGE AND SKILLS:

- Ability to work effectively with managers, supervisors, and employees.
- Knowledge of Federal and State Payroll Laws and OMB Super circular.
- Knowledge of accounting.
- Ability to maintain accurate, complete, and confidential records.
- Working knowledge of word processing, spreadsheets, and automated accounting software.
- Ability to interpret and apply and explain laws, regulations and polices.
- Ability to identify discrepancies or inaccuracies in data and make corrections.
- Ability to communicate effectively verbally and in writing.
- Working knowledge of techniques and methods in reconciling accounts.
- Ability to search for, select, and compile/summarize data and information
- While performing the duties of this job, the employee is regularly required to: Talk or hear; sit for extended period; kneel; crouch; reach; push and pull; and/or lifting up to 30 pounds.

SUBMIT APPLICATIONS TO: THRHA 5446 Jenkins Drive, Juneau, AK;
Email jobs@thrha.org
<https://www.regionalhousingauthority.org/careers/>
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.