



**Regional Housing Authority**    JOB RECRUITMENT

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

**JOB TITLE:**                                **Grant Accountant**  
**LOCATION:**                                 Juneau, Alaska  
**SALARY:**                                 Starting at \$66,359 to \$86,282 per year DOE  
    Benefits included State of Alaska Public Employee Retirement;  
    Federal Employee Health Benefits; 403b; dental, vision, life insurance,  
    disability, short and long term.

**APPLICATION PERIOD:**                                Posted July 28, 2021 Open until filled

**DUTIES AND RESPONSIBILITIES:**

- Prepare monthly, quarterly, and close out financial reports as required by external funding agencies. Review trial balance to ensure compliance with external financial reporting requirements.
- Reconcile grant budget to actual expenditures and prepare, review and post necessary adjusting journal entries to ensure that grants are not overspent and are following reporting requirements.
- Meet monthly and advise grant administrators and project managers on the financial status of the grants.
- Prepare grant related invoices or draw requests both external and internal. Sends monthly statements and follows up on collection of amounts due.
- Document all communication to granting agencies, communicate with and seek clarification of funding agency financial reporting requirements. Maintain all grant files.
- Responsible for maintaining cost codes in the accounting database and communicating to program staff.
- Work with Grant Administrator to ensure financial reporting are submitted timely.
- Comply with 2 CFR Part 200
- Read and understand grant award documents to ensure compliance with grants awarded to organization.
- Assists the Budget Analyst with the preparation of the THRHA consolidated budget.
- Staff Support – Assist with payroll processing, vendor payments, and other activities as needed to assist the finance department in the performance of its duties.
- Other – Additional accounting duties may be assigned from time to time depending on the needs of the housing authority and or finance department.

**MINIMUM QUALIFICATIONS:**

- Bachelor’s Degree with a major in accounting, business or finance preferred.
- Four years of accounting experience required.

**REQUIRED KNOWLEDGE**

**AND SKILLS:**

- Knowledge of accounting and computer systems
- Knowledge of governmental accounting and reporting
- Proficient with Excel
- Experience with grant accounting
- The majority of work is performed in a professional office setting and is generally sedentary, requiring routine walking, standing, bending, and carrying of items weighing up to 30 lbs.

**SUBMIT APPLICATIONS TO:**    THRHA 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.