



## **Regional Housing Authority JOB RECRUITMENT**

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

**JOB TITLE:** **Project Accountant**

**LOCATION:** Juneau, Alaska

**SALARY:** Starting at \$60,135 to \$73,055 per year DOE  
Benefits included.

**APPLICATION PERIOD:** Open until filled

**DUTIES AND RESPONSIBILITIES:** The DCM Project Accountant works in the Development and Construction Management (DCM) department. Primary responsibilities include grant reporting, monitoring budgets, assuring accurate job cost coding, providing budget and cost tracking reports, and general financial reports for the department's programs. The position is responsible for providing and reviewing financial reports for DCM grant activities.

- Prepare and monitor project budgets and communicate with DCM Project Development Director, Construction Director, Project Coordinators and foremen to ensure jobs stay within budget.
- Provide cost tracking reports to Project Coordinators and Field Supervisors.
- Review and approve job cost coding for expenditures under delegated limit for DCM staff.
- Provide program reports to the Grant Administrator for submission to outside agencies.
- Prepare close out reports for grants.
- Work with responsible parties to ensure all project account codes are setup.
- Review timesheets, job costs, and pcards for approval.

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree with a major in accounting preferred. On-the-job progressive accounting experience may be substituted for education. Prior grant experience preferred. Knowledge of construction terms and activities.

**REQUIRED KNOWLEDGE AND SKILLS:**

- Demonstrated knowledge and experience in accounting and auditing standards.
- Ability to manage multiple projects with multiple funding sources.
- Ability to clearly write and provide narrative reports.
- Demonstrated knowledge of computerized accounting systems and report writing which include proficiency with Microsoft Office.
- Ability to work independently with minimal supervision;
- Ability to train staff.
- Knowledge of construction activities and terms.
- Experience with federal grant compliance.
- Ability to be a team player and possess strong interpersonal skills.
- Ability to respond to requests from departments and public with civility.
- Strong analytical, problem solving, and organization skills.
- 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; Kneel; Couch; Reach; Push and pull; Lifting up to 30 pounds

**SUBMIT APPLICATIONS TO:** Email: [jobs@thrha.org](mailto:jobs@thrha.org); Fax: (907) 780-6895  
Mail: THRHA 5446 Jenkins Drive, Juneau, AK 99801;  
[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. COVID-19 vaccination is required to work with THRHA.