



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: Open until filled

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 policies.
- 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; Fax: (907) 780-6895
Mail: THRHA 5446 Jenkins Drive, Juneau, AK 99801;
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.