

# Job Recruitment

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

**JOB TITLE:** Accountant I - Payroll

**LOCATION:** Juneau, Alaska

**SALARY:** DOE + Benefits

**APPLICATION PERIOD:** Open until filled

**DUTIES AND RESPONSIBILITIES:**

Processes bi-weekly payroll and associated liability payments. Processes travel requests and closeouts. Processes insurance-related journal entries and ensures timely payments for insurance. Reconciles 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 policies.
- 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](mailto:jobs@thrha.org)  
[www.regionalhousingauthority.org/careers-jobs-juneau/](http://www.regionalhousingauthority.org/careers-jobs-juneau/)  
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.



**Regional Housing Authority**

