

# Jasper Housing Authority

## *Accounting Coordinator*

Jasper Housing Authority is accepting Resumes for the position of Accounting Coordinator. The incumbent will be responsible for budget preparations, accounts payable/receivable for all Authority programs, preparing periodic financial reports, and other accounting duties as required.

Performance of the duties requires excellent knowledge of accounting, budgeting, and financial procedures and techniques, governmental in particular. Excellent knowledge of computer hardware, software, and peripheral equipment is also required.

Minimum qualifications: Bachelor's degree in related field or a closely related field, preferably experience in governmental accounting, plus 5 years of progressively responsible experience in bookkeeping, accounting, budgeting. An equivalent combination of education, training, and experience could be acceptable, at the sole determination of the Housing Authority.

Must hold valid Alabama Driver's license and must be insurable under the Authority's vehicle insurance and must have the ability to be covered under the Authority's fidelity bond. This position requires a satisfactory completion of a background check and drug/alcohol testing. Jasper Housing Authority is an Equal Opportunity Employer.

Salary negotiable.

Please submit resumes to Marla W. Corbell, Executive Director, P.O. Box 582, Jasper, Alabama 35502. Resumes will be accepted until Friday, April 19, 2019. NO CALLS PLEASE.