

Vacancy Announcement



Accountant Jefferson County Housing Authority 3700 Industrial Parkway Birmingham, AL 335217 \$33,404 - \$50,107 (\$16.06/hr - \$24.09/hr)

Summary of Job Duties

Establish, maintain, and audit fiscal records in accordance with generally accepted accounting principles (GAAP) and HUD requirements. Performs accounting for the Development Corporation, a nonprofit associated with the housing authority, and assist with other accounting duties, as needed. Analyze accounting and fiscal data, reports and records. Prepare journal entries and post transactions to the proper accounts. Reconcile and balance financial statements and accounting records and ledgers.

Minimum Qualifications

Bachelor's degree in Accounting from an accredited college or university and proficient in MicroSoft Excel and Word. Experience using computerized accounting system preferred.

Other: Valid Driving License
Ability to be insured under the Authority's vehicle policy

How to Apply

Interested individuals should submit cover letter, copy of valid driving license, and resume to occuspec@jcha.com, or HR Director, 3700 Industrial Parkway, Birmingham, AL 35217.

Announced: October 25, 2017

Closing: Open till filled. Application review will begin November 6, 2017.