

SENIOR ACCOUNTING SPECIALIST

The Athens Housing Authority is accepting resumes for a full-time position of **Senior Accounting Specialist**. This is specialized clerical work performing various accounting functions for the Housing Authority. Work includes processing accounts payable, performing payroll duties, assisting in the administration of benefits programs and maintaining a variety of records and accounts. Performance of the duties requires sound knowledge of accounting principles, familiarity with computerized accounting and independence of action. Supervision is received from the Chief Financial Officer. The Senior Accounting Specialist position is differentiated by more years of experience or service, limited supervision, and performance of job duties with a high level of autonomy and independence.

Minimum Education, Training, and/or Experience

- Graduation from a standard high school or vocational school, including or supplemented by courses in bookkeeping, accounting, and general office procedures.
- At least two (2) years' experience in bookkeeping and general accounting, utilizing computer-based accounting systems.

Finally, successful candidate must pass a health and drug-screen.

Section 3 qualified persons are encouraged to apply.

Beginning Salary Range: \$40,561 + Dependent upon Experience

Excellent retirement and other fringe benefit package.

e-mail resumes to: jobs@athenshousing.org.

No phone inquiries.

Position open until filled.

Equal Employment Employer: F/M/Disability/Vet