

# POSITION VACANCY NOTICE

## TO ALL EMPLOYEES AND PUBLIC HOUSING RESIDENTS

Note: Current SPHA employees have promotional preference and transfer consideration over other applicants.

<b>Position Title:</b>	<b>Accountant</b>	
	Minimum: \$42,500	Maximum: \$62,500
	<b>Note:</b> <i>Most SPHA positions start at the minimum rate, however some positions that require special qualifications, experience, or are in a job market shortage may start above the minimum.</i>	
<b>Summary of Duties:</b>	Highly responsible accountant that support, establish, maintain, and audit fiscal records in accordance with professional accounting principles and practices and HUD requirements. Research and conduct analysis, account reconciliations and cash management services. Maintains accounting controls and records of funds received and disbursed; perform compliance testing and facilitate external and internal audit preparations, and prepare fiscal statements, budgets, annual Financial Data Schedule (FDS) and reports that assist agency leadership in making fiscal decisions and monitoring organizational results. Work responsibilities are performed with the highest degree of integrity, professionalism and honesty to service the Authority and public with dedication, concern, courtesy and responsiveness.	
<b>Minimum Requirements</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in Accounting or related field.</li> <li>• Three years or more experience in the accounting field that include auditing, general ledger, accounts payable, accounts receivable or an equivalent combination of education and experience. Public housing experience preferred.</li> <li>• Computer proficiency in Windows operating system and Ms Office software including Word and Excel. Able to operate internet applications and email, as well as external vendors' and proprietary software programs.</li> <li>• Possession of a valid Florida Driver's License.</li> </ul>	
<b>Location:</b>	<b>SPHA's Central Office</b>	
<b>Reports To:</b>	Chief Financial Officer	
<b>Application Instructions:</b>	<b>Application Instructions:</b> <b>SPHA Employees:</b> Complete and sign an <u>Internal Position Interest Form</u> prior to the closing date. <b>Public Housing Residents:</b> Complete and sign a <u>SPHA Application</u> prior to the closing date. <b>Note:</b> Applicants must possess <b><u>all required qualifications</u></b> of the position to receive an interview.	
<b>Closing Date:</b>	<b>Open until filled.</b>	

Date of Notice: July 25, 2018

St. Petersburg Housing Authority is a Drug Free Work Place