



Vermont State Housing Authority

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NOTICE OF OPEN POSITION

Assistant Director of Finance and Information Systems

April 2021

About VSHA: Since 1968, the Vermont State Housing Authority has been working to improve and expand access to affordable housing throughout the state. VSHA strategically partners and collaborates with rental property owners, nonprofit organizations, agencies, and municipalities to implement innovative programs that promote housing access and stability for our community members with income-based and other housing assistance needs.

Position: VSHA is seeking an Assistant Director of Finance and Information Systems to provide management support and task oversight to the Finance and Information Systems team, as well as perform complex accounting and finance duties. The Assistant Director will work closely with and in support of the Finance and Information Systems Director, coordinating the operations of the Accounting function; supervising accounting staff; developing and maintaining systems and controls; assisting with audit preparation; managing agency insurance policies and procedures; and performing budget and financial analysis and reporting.

Requirements and Qualifications:

Among the required knowledge and skills for this position are:

- strong technical skills in and knowledge of accounting and related systems;
- the ability to analyze and interpret complex financial data;
- knowledge and proficiency in grant and government accounting and reporting for multiple programs;
- staff management and team leadership skills; and
- the ability and motivation to take initiative, independently manage various projects, and make sound decisions within the framework of established policies.

Required qualifications include a bachelor's degree in accounting or related field with course work in accounting; a minimum of 5 years of relevant work experience with an emphasis on general ledger control; and experience in staff supervision. Candidates with an equivalent combination of education and experience in lieu of a bachelor's degree will be considered.

Compensation and Schedule:

This is a full-time, exempt position offering a competitive salary and excellent benefits.

Core business hours are Monday – Friday, 7:45 am – 4:30 pm; while most work will be performed onsite during core business hours, the option to perform some work remotely may be available.

To Apply: Please email your application materials (resume, cover letter, and application) to careers@vsha.org or mail via USPS to Vermont State Housing Authority, Human Resources, 1 Prospect St., Montpelier VT 05602. The employment application can be downloaded from our website at vsha.org.

Vermont State Housing Authority is an equal opportunity employer. VSHA does not discriminate on the basis of race, color, religion, national origin, sex, pregnancy, age, disability, sexual orientation, gender identity, genetic information, HIV-positive status, ancestry, place of birth, citizenship status, veteran/military status, crime victim status, or any other characteristic protected by federal, state, or local laws. This policy applies to all of VSHA's terms and conditions of employment.