



Vermont State Housing Authority

One Prospect Street • Montpelier, Vermont 05602 • (802) 828-3295 • contact@vsha.org

NOTICE OF OPEN POSITION

Accountant

September 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: An Accountant position is open and immediately available in the VSHA Finance department. The Accountant works with a team of senior Accountants and Accounting Clerks to perform a wide range of technical and complex accounting tasks in support of VSHA's affordable housing property management and subsidy programs.

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 work within and maintain financial and recordkeeping systems in compliance with grant and regulatory requirements, GAAP, and internal policies.
- ability to consistently maintain organized systems, documents/files, and work flows.
- knowledge and proficiency in grant and government accounting and reporting for multiple programs (preferred)
- collaborative, team approach to work
- the ability and motivation to take initiative, independently complete task, 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 and two years of relevant work experience with an emphasis on accounting and financial management; 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 position offering a competitive rate of pay and a robust benefits package, with health and dental insurance, retirement plans, and paid time off. Core business hours are Monday – Friday, 7:45 am – 4:30 pm.

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 VSHA's 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.