



Vermont State Housing Authority

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

NOTICE OF OPEN POSITION

Accounting Clerk

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: VSHA's Finance team has an available position for an Accounting Clerk. This position provides general accounting support for multiple federally funded rental assistance programs, with accounts receivable, accounts payable, reporting, and related responsibilities. Candidates with an accounting background interested in contributing to VSHA's mission to promote and expand affordable housing in Vermont are encouraged to apply.

Qualifications and Requirements: The Accounting Clerk position requires an associate degree with coursework in accounting or business management and two years of accounting/bookkeeping experience, or a comparable combination of education and experience. Additional qualifications include strong organizational and task management skills; the ability to effectively communicate; the ability to work independently and within a collaborative team; and proficiency with accounting tools, systems, and programs.

Compensation and Schedule: This is a full-time (40 hour/week) position offering competitive pay and excellent benefits. 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 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.