



Vermont State Housing Authority

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

NOTICE OF OPEN POSITION

Accountant

February 2022

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: The VSHA is seeking applications for an accountant with responsibilities for financial management, accounting, and technical work at a professional level. This position involves applying complex accounting theory and regulatory practice to the maintenance of cash management, accounting and internal control systems relating to the activities for VSHA, HFI and limited partnerships.

Essential functions include:

1. Responsible for maintaining accounting systems in conformance with GAAP and current interpretations thereof.
2. Responsible for the accuracy and integrity of the accounting systems.
3. Responsible for the preparation for and assistance during independent financial audits and regulatory reviews.
4. Responsible for the preparation and transfer of cash via ACH systems.
5. Develops and manages financial record keeping systems to insure fiscal compliance with internal and external reporting requirements by grantors and other regulatory authorities.
6. Monitors the status of cash balances and performs the necessary transfers of funds in order to insure compliance with required account levels.
7. Maintains the cash receipts and accounts payable systems in compliance with Authority policies. Coordinates with other divisions to insure that proper controls over cash receipts are maintained and timely payments to vendors are made.
8. Maintains the accounts payable system for the Section 8 program. Coordinates with program staff to insure correct payment information is processed and works with landlords and other parties to resolve discrepancies.
9. Manages the day-to-day operations of the Tax Set Off program. Serves as direct contact with Authority staff, participants and the Vermont Department of Taxes in resolving issues relating to the program.
10. Responsible for inter-company accounting and the timely transfer of funds.
11. Reconciles monthly and quarterly data from banks and other financial institutions with the accounting systems to insure proper control over cash. Works closely with banks and other financial institutions to insure accuracy and accountability in regards to cash.
12. Responsible to the maintenance and accuracy of the tenant accounts receivable system.
13. Responsible for the compilation and preparation of Authority payroll and subsequent state and federal reporting.
14. Responsible for the timely preparation of all calendar year end reports required by the Internal Revenue Service, Social Security Administration and Vermont Tax Department.



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Qualifications and Requirements:

1. Bachelor's Degree with major work in accounting, business administration or an equally pertinent field; plus two years of experience with emphasis on accounting and financial management; OR
2. Associates Degree with major work in accounting, business administration or an equally pertinent field; plus four years of experience with emphasis on accounting and financial management.
3. Considerable knowledge of and skill in applying GAAP and current interpretation thereof to accounting transactions in multi-program and/or multi-organizational situations.
4. Considerable knowledge of the practical application of accounting theory in day-to-day operations, proper internal control procedures, and automated accounting systems including general ledger, accounts receivable, accounts payable and payroll systems.
5. Considerable knowledge of Internet banking and ACH procedures; accounts receivable, accounts payable and payroll operations.
6. Considerable knowledge of the Section 8 program and related automated systems.
7. Considerable knowledge of the Vermont Tax Set Off program.
8. Ability to communicate effectively orally and in writing; exercise confidentiality; and establish and maintain effective professional relationships with banks and other financial institutions, officials, agencies, employees and the general public.
9. Working knowledge of payroll and reporting for tax purposes in relationship to Internal Revenue Service, Social Security and Vermont Tax Department reporting.

Compensation and Schedule: Full time (40 hours/week) schedule within VSHA's core business hours of Monday – Friday, 7:45 am – 4:30 pm, and offers a competitive wage.

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.