Vermont State Housing Authority

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

NOTICE OF OPEN POSITION

ACCOUNTANT

September 16, 2026

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.

SUMMARY

Financial management, accounting, and technical work at a professional level involving 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. Knowledge of GAAP (generally accepted accounting principles) and FASB (Financial Accounting Standards Board) accounting standards and their application is essential. Work is performed under the supervision of the Sr. Accountant and CFO.

Status: Open to internal and external applicants. This position is covered by a Collective Bargaining Agreement.

- Pay Grade 7
- FLSA: Non-Exempt
- Salary: $24.20/hour $50,336.00/year

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 ensure 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 to ensure compliance with the required account levels.

7. Maintains the cash receipts and accounts payable systems in compliance with Authority policies. Coordinates with other divisions to ensure 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 ensure correct payment information is processed and works with landlords and other parties to resolve discrepancies.

9. Responsible for inter-company accounting and the timely transfer of funds.

10. 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 regard to cash.

11. Responsible for the maintenance and accuracy of the tenant accounts receivable system.

12. Responsible for the timely preparation of all calendar year end reports required by the Internal Revenue Service and Vermont Tax Department.

13. Responsibilities may include assisting with management of office facilities.

14. Works cooperatively with other Authority staff to insure effective communication of requirements and procedures.

15. Performs related work as required or assigned.

REQUIREMENTS

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

Associate 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.

SKILLS & ABILITIES

1. Considerable knowledge of and skill in applying GAAP and current interpretation thereof to accounting transactions in multi-program and/or multi-organizational situations.

2. Considerable knowledge of the practical application of accounting theory in day-to-day operations.

3. Considerable knowledge of proper internal control procedures and their practical application in a day-to-day business setting.

4. Considerable knowledge of automated accounting systems including general ledger, accounts receivable, and accounts payable.

5. Ability to work with data of a confidential nature, payroll and benefit related information.

6. Considerable knowledge of Internet banking and ACH procedures.

7. Considerable knowledge of accounts receivable, and accounts payable.

8. Considerable knowledge of the Section 8 program and related automated systems.

9. 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.

10. Considerable knowledge of computer applications dealing with spreadsheets, databases and word processing.

11. Ability to understand and execute complex written and oral instructions and to interpret them to others.

12. Ability to analyze and solve processing problems timely, effectively and cost efficiently.

Certifications/Registrations/Licenses:
Must possess a valid driver's license, dependable private means of transportation, and carry automobile liability insurance per VSHA policy

WORKING CONDITIONS

- Full-time position, 40 hours per week.
- Must be able to report to work on time and adhere to VSHA work schedules, rules and regulations.
- Office environment.
- Ability to bend over to low files and reach high files.
- Ability to lift, carry, push, pull or otherwise move an object.

EQUIPMENT
Computer, printers, telephones, fax, copy machine, calculator, general office equipment.

To Apply: Please submit your application materials (resume, cover letter, and application) to careers@vsha.org or 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.