



Housing Authority  
— of the —  
City of Alameda

## **ACCOUNTING SPECIALIST II**

**Salary Range 23: \$ 46.69 - \$ 56.75/hour**

(This position will be hired at 72 hours per pay period and a schedule of nine 8-hour workdays per two-week pay period with every other Friday off)

**Please see AHA website at <https://www.alamedahsg.org/working-with-aha/careers-at-aha/> for final filing date.**

### **THE ORGANIZATION**

The Housing Authority of the City of Alameda (AHA) is proud of its mission and accomplishments. The Housing Authority of the City of Alameda (AHA) advocates for and provides quality, affordable, safe housing; encourages self-sufficiency; and builds community partnerships. Join our team and you will have the opportunity to perform meaningful and impactful work for an agency dedicated to providing affordable housing in one of the most impacted regions of the nation.

### **THE POSITION**

AHA is opening a recruitment for an Accounting Specialist II in the Finance Department. The Accounting Specialist II performs a variety of routine to complex technical and administrative account support duties in the preparation, maintenance, and processing of accounting records and transactions. Job duties may include accounts payable, accounts receivable, payroll, and/or general accounting support. Please refer to the job description for the complete range of duties required of this position. This is a non-exempt, confidential position.

The Accounting Specialist II will be hired on a 72 hours per pay period schedule (9 8-hour work days with every other Friday off). This recruitment process may be used to fill both current and future openings.

### **MINIMUM QUALIFICATIONS**

*A combination of training and experience that provides the required knowledge, skills and abilities. Typical ways to obtain the required qualifications would be:*

- Equivalent to graduation from an accredited four-year college or university with major coursework in accounting, finance, business or public administration, or a closely related field; or
- Equivalent to graduation from a two-year college including some relevant finance, business or accounting classes plus at least two year's of relevant experience in general ledger accounting, financial reporting, accounts payable, accounts receivable or payroll; or

- Minimum of four years of relevant experience in general ledger accounting, financial reporting accounts payable, accounts receivable or payroll, including hands-on experience with a large-scale accounting software.

### **DESIRABLE/PREFERRED QUALIFICATIONS**

- Experience with Yardi is required.

### **ADDITIONAL INFORMATION**

The Housing Authority provides an outstanding benefits package, including:

- Membership in CalPERS defined benefit retirement program. *Important:* The Housing Authority does not participate in Social Security.
- A variety of health insurance plans to choose from, with some plans fully paid for (regardless of the number of dependents) by employer contributions.
- 2 weeks of vacation, 11 holidays and 3.5 floating holidays per year plus paid sick leave
- A schedule of nine 8-hour workdays each pay period with every other Friday off. Non-exempt employees' pay is reduced when flexing due to the 72-hour pay period (rather than the standard 75 hours).

### **IMPORTANT APPLICATION INFORMATION**

Please see AHA website at <https://www.alamedahsg.org/working-with-aha/careers-at-aha/> for final filing date.

To apply, submit a:

- Housing Authority Employment Application
- Resume (three pages maximum, include months/years of employment), and
- Responses to the supplemental questions (two pages maximum)

Your resume and supplemental questions must be in Word or pdf format and uploaded into the employment application form. You must apply by submitting your application at <https://www.alamedahsg.org/working-with-aha/careers-at-aha/>.

### **ALL APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY VIA THE AHA WEBSITE**

If you need a reasonable accommodation under the American with Disabilities Act, please contact the Housing Authority office at [hr@alamedahsg.org](mailto:hr@alamedahsg.org).

**The Housing Authority of the City of Alameda is an Equal Opportunity Employer**

### Accounting Specialist II Supplemental Questions

The purpose of this questionnaire is for you to identify your qualifications and experience in specific job-related areas. Your responses, along with your other application materials, will be reviewed by the AHA and used to make the initial determination of which applicants are best qualified for the position. Written answers are not to exceed two (2) pages total. The supplemental is required to be considered for the position.

1. Describe the experience, education, training, and skills you possess that qualify you for the Accounting Specialist position at AHA. Please highlight any experience you have with accounts payable, accounts receivable, property financial statements and/or payroll.
2. Please describe your experience and proficiency level with common business and accounting software and with applications that are specific to Housing Authorities, affordable housing, property management, or document management, if any, such as Yardi and Laserfiche.
3. Please describe the types of confidential information you have handled in previous positions, and the steps you have taken to safeguard that information.
4. This position requires experience with Yardi software. Please describe your experience using Yardi, including modules you have worked with, and indicate your skill level.