

HOUSING SUBSIDY ACCOUNTING OFFICER

SALARY RANGE 33: \$120,608 - \$146,611 annually

This is an exempt, at-will position. The Authority operates on a 9/72 hour biweekly schedule and is closed every other Friday.

Please see the AHA website at <https://www.alamedahsq.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

The Housing Authority is seeking a team-oriented candidate to perform professional accounting work, including preparing year-end audits; analyzing and verifying fiscal records and reports; preparing and reviewing financial reports; and reconciling general ledger accounts. The Housing Subsidy Accounting Officer will primarily be assigned work related to the federal funded housing subsidy programs activities but will perform general accounting work for the Agency as well.

MINIMUM QUALIFICATIONS

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way 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, and
- Two (2) years of responsible professional public accounting experience.
- Three (3) years of housing subsidy programs accounting experience and supervisory experience preferred.
- Certification as a Certified Public Accountant in the State of California is highly desirable, or has passed the Uniform Certified Public Accountant examination.
- Certifications pertaining to the voucher program, including NARHO's Certified Specialist of Housing Choice Vouchers, are desirable.
- Candidates should possess strong technical skills including proficiency in common affordable housing and business software, such as Excel, Yardi and Laserfiche
- Possession of, or ability to obtain, a valid driver's license by time of appointment is required. Must be able to be insured under AHA's owned automobile insurance policy.

BENEFITS PACKAGE

The Housing Authority provides an outstanding benefits package, including:

- Membership in CalPERS defined benefit retirement program, plus voluntary 457, 457 Roth, and Roth IRA plans (no employer contribution). *Important:* AHA 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 to start; 11 holidays and 3.5 floating holidays per year plus paid sick leave.
- A flex schedule of 9 8-hour workdays each pay period with every other Friday generally not scheduled as a workday. As an exempt employee, however, the Housing Subsidy Accounting Officer is measured on outcomes and is expected to complete work assignments irrespective of the flex schedule.
- Note that the Housing Subsidy Accounting Officer works primarily on-site; telecommuting is not generally offered. The position currently requires 3-4 days per week in the office.

IMPORTANT APPLICATION INFORMATION

Final Filing Date: Open Until Filled. Applications received by November 5, 2026, at 5:00 pm PST will be included in the first review.

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 AHA employment application form. The AHA application form is located in the Working at AHA section of the Housing Authority's website at: <https://www.alamedahsg.org/working-with-aha/careers-at-aha/>. The full job description and supplemental questions can be found here as well.

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.

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

Supplemental Questions for the Housing Subsidy Accounting Officer

1. Describe how your experience, education, and training qualify you for this position.

2. Please describe your familiarity with the Housing Choice Voucher program, or similar subsidy programs, including any specific accounting functions you have undertaken in relation to housing subsidy accounting.

3. Describe the most complex accounting issue or problem that you were personally responsible for analyzing and providing a recommended course of action for. Please explain the methodology used in your analysis as well as the outcome.