

Accountant II**Closing Date:** OPEN UNTIL FILLED.**Salary:** \$35.56 - \$47.65 Hourly DOQ

The Santa Clara County Housing Authority (SCCHA) is one of the largest providers of affordable housing in the Bay Area and a designated Moving To Work (MTW) agency, the award-winning SCCHA is seeking talented individuals looking to make a difference in Silicon Valley. SCCHA is an independent local government agency that administers the federal Housing Choice Voucher (Section 8) program for approximately 19,000 households and manages more than 2,000 units of affordable housing in Santa Clara County.

If you are looking to help solve one of the most significant problems in the Bay Area and want to be part of a collaborative, innovative organization dedicated to building a better Silicon Valley, then apply today!

This position performs complex and varied technical and professional accounting work, including auditing, analyzing, and verifying fiscal records and reports, preparing financial and statistical reports, assisting in budget preparation, providing information to the Santa Clara County Housing Authority (Agency) staff regarding accounting practices and procedures, and reconciling general ledger accounts; prepares year-end audit reports and schedules; assists in developing financial analysis and reporting and internal control practices; performs research, interpretation, and analysis of Generally Accepted Accounting Principles (GAAP) and Department of Housing and Urban Development (HUD) guidelines; performs related work as required.

RESPONSIBILITIES

- Provides advice and analyses in the administration and implementation of the Agency's financial, auditing, budget, and accounting programs.
- Provides support and develops recommendations in the preparation of Agency and affiliate entity budgets; explains, interprets, and enforces budget policies and procedures; establishes and prepares indirect cost allocations; analyzes and reviews budget variance reports; assimilates final budget reports; and prepares and conducts presentations as needed.
- Sets up and maintains accounting and financial records for various entities, rehabilitation, construction, and development activities; reviews and analyzes construction budgets and projections, assists with cost certifications, and reviews and comments on development financial processes and procedures; reviews, analyzes, and reconciles general ledger accounts, balance sheets/income statements, capital assets, and related financial reports; prepares project close out and assists with other complex accounting analysis.
- Performs treasury functions including cash flow analysis, transferring of funds, and monitoring available funds and investment portfolios; maintains bank account access and lists of authorized signers; monitors funding sources.

REQUIREMENTS

- A bachelor's degree from an accredited four-year college or university with major coursework in accounting, finance, or business, or a closely related field; and four (4) years of increasingly responsible professional accounting experience.

Application:

Apply today and become a member of the Agency that is a leader in making a difference! To be considered for this position, all applicants must complete the entire application and submit a resume and cover letter.

SELECTION PROCESS

Interested applicants must complete a standard application form. Applications and resumes may be submitted via our website at www.scchousingauthority.org. For assistance: please contact the Human Resources Department at (408) 993-2934.

We offer a competitive benefits package including medical, dental, and vision coverage, paid holidays, vacation and sick time, flexible spending accounts, deferred compensation, retirement, educational reimbursement, and more. In addition, we operate on a 9/80 work schedule where employees have a paid day off every other Friday. (Monday through Thursday is a nine (9) hour day and the Friday that is worked is an eight (8) hour day).