



18 The Green  
Dover, DE 19901  
Phone: (302) 739-4263  
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## **DSHA NONSTATE JOB VACANCY**

### **ACCOUNTANT**

**SALARY RANGE:** \$30,518-\$38,148 – FULL-TIME

**OFFICE LOCATION:** Administration, 16 The Green, Dover, DE

**OPENING DATE:** 11/23/2011

**CLOSING DATE:** 12/07/2011

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This position is responsible for the application of accounting theories, concepts, principles and standards. Work ranges from performing standardized to complex accounting activities. Incumbent handles all the second mortgages, processes payments for monthly public housing bills, manages loan files, administers and applies payments, reconciles housing program accounts monthly, corresponds with loan holders and mortgage lenders, etc.

### **MINIMUM QUALIFICATIONS:**

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

- Possession of a Bachelors degree or higher in Accounting, Business Administration, Economics, Finance, Business Management, Computer Information Systems or related field.

OR

1. Experience in accounting which includes recording, verifying and reporting financial information using Generally Accepted Accounting Principles (GAAP).
2. Experience in financial analysis which includes compiling, analyzing and interpreting financial data to ensure effective and efficient accounting of funds or to make projections for financial planning.
3. Experience in interpreting laws, rules, regulations, standards, policies, and procedures.
4. Experience in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.
5. Knowledge of and capability to process payroll
6. Knowledge of and capability to create financial reports which includes combining and presenting financial data from multiple sources in an organized format.

## **PRINCIPAL ACCOUNTABILITIES:**

- Analyzes, reconciles and consolidates vouchers, records, journals, ledgers and statements.
- Monitors expenditures to ensure compliance with budgetary recommendations.
- Reviews financial transactions and codes for conformance to standard procedures and accounts.
- Compiles, analyzes and prepares a variety of statements and reports for agency, special, private, or federally funded programs for use in financial, budget and personnel planning.
- Develops cost projections based on past records and anticipated activities and makes fiscally sound recommendations.
- Applies standardized accounting principles and practices.
- Reviews internal accounting policies and procedures and makes recommendations for revisions.
- Works under the supervision of a technical or administrative supervisor.
- Conducts special studies as assigned, develops procedures or recommends changes in methods and procedures as needed.
- Provides back-up for payroll and other accounting staff as assigned.
- May assign and review the work of administrative support/accounting support staff.

## **BENEFITS**

These include 15 paid vacation days the first year, 15 days sick leave accrual, up to 13 paid holidays a year, liberal pension benefits, health, short and long term disability, and life insurance as well as various supplemental benefit options.

**APPLICATION PROCEDURES: IN ORDER TO BE CONSIDERED FOR THIS POSITION, A COMPLETED DSHA, NON-STATE APPLICATION MUST BE RECEIVED in Human Resources by the closing date.** Applications may be obtained on our website [www.destatehousing.com](http://www.destatehousing.com) / (click on **About Us, *Employment***.) and send to us via e-mail: [hr@destatehousing.com](mailto:hr@destatehousing.com). FAX: 302-739-2086, or regular mail to **DSHA HR, 18 The Green, Dover, DE 19901**.

**THE DELAWARE STATE HOUSING AUTHORITY IS AN AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER.**

**ACCOMMODATIONS ARE AVAILABLE FOR APPLICANTS WITH DISABILITIES IN ALL PHASES OF THE APPLICATION AND EMPLOYMENT PROCESS. PERSONS WITH DISABILITIES ARE ENCOURAGED TO CALL 739-4263 TO REQUEST AN AUXILIARY AID OR SERVICE.**

**DIRECT DEPOSIT OF PAY IS A CONDITION OF EMPLOYMENT. FAILURE TO AGREE TO PARTICIPATE IN DIRECT DEPOSIT WILL RESULT IN THE WITHDRAWAL OF OFFER OF EMPLOYMENT. DSHA HAS A LAG PAY SYSTEM.**