



Join Our Team

An Exciting and Rewarding Career Opportunity

Southern Nevada Regional Housing Authority

Announcement Number	Job Title
25-021	Accounting Specialist
Number of Openings	Compensation (Depending on Experience, DOE)
One (Full-Time, 7 AM to 6 PM, Mon-Thurs)	\$52,310.96 (Step 1) - \$83,627.02 (Step 20) annually <i>The typical starting range for this position is between \$52,310.96 and \$57,741.63 DOE.</i>

Opening Date	Closing Date
July 2, 2025 <i>Applications are reviewed on a rolling basis.</i>	July 16, 2025 (or until filled) <i>The closing date may be earlier based on the number of applications received.</i>
To Apply and Required Documents	Conditions of Employment
<p>This position is open to both internal and external applicants. Applicants should:</p> <ul style="list-style-type: none"> Complete an application online - to apply, click here Submit a cover letter and resume <p>Incomplete applications will not be considered. <i>*Applicants who meet minimum qualifications are not guaranteed an interview.</i></p>	<p>Upon a conditional offer of employment, the candidate must successfully:</p> <ul style="list-style-type: none"> Complete a background investigation which may include: (education, criminal history, credit, fingerprints, and DMV) Pass a workplace drug test within 72 hours* Possess a valid State of Nevada driver's license Possess a clean driving record

***As a federally-funded employer, although legal in the state of Nevada, marijuana is restricted under Federal guidelines.**

Employee Benefits
<p>Pay is only part of your generous compensation package while working for our premier agency. Employees enjoy a 3-day weekend; free parking; 2 weeks vacations (years 1 and 2); 13 sick days; 13 paid holidays, including your birthday; medical, dental, and vision insurance – 100% employer paid (employee only); health and dependent care flexible spending accounts; life and long-term disability insurance (employer paid); 457B Deferred Compensation Plan; Public Employee Retirement System (PERS) – 100% Employer-Funded or Employee/Employer-Funded (50%/50%); Employee Assistance Program (EAP); and a host of voluntary employee benefits options. Student loan forgiveness is available to qualified individuals, pursuant to the Public Service Loan Forgiveness (PSLF) program.</p>

Overview
<p>The Southern Nevada Regional Housing Authority (SNVRHA) is recruiting an Accounting Specialist to join our team. SNRHA provides affordable housing to low-and moderate-income households through its affordable housing, conventional public housing, and Housing Choice Voucher programs. Our team is comprised of 200+ committed and caring professionals who support our mission and the clients and communities we serve. Our success is built upon the contributions of our valued employees. To learn more, please visit us online - www.snrha.org.</p> <p>If relocating from out-of-state, more than its famous Strip, which provides endless entertainment opportunities for locals and tourists, Las Vegas, Nevada also offers a family-friendly environment with wonderful neighborhoods, affordable living, warm weather, outdoor wonders (hiking, climbing, snow-skiing, boating, sightseeing, and more), professional sports, and world-class restaurants. Las Vegas is home to the University of Nevada, Las Vegas (UNLV) and a few hour's drive to beach destinations in Southern California, the Grand Canyon in Arizona, and national parks and ski resorts in Utah. Nevada is among the most tax-friendly states in the U.S., with residents enjoying no state income tax, county income tax, inheritance tax, and lower property taxes.</p>

Position Summary
<p>The Accounting Specialist is responsible for processing payments to landlords and tenants, managing utility checks, reviewing balances due, performing manual adjustments, and responding to inquiries from landlords, tenants, and caseworkers. Additionally, the Accounting Specialist handles accounts payable functions, including reconciling invoices, disbursing payments, and maintaining positive vendor relationships to ensure accurate and timely financial operations.</p>

Southern Nevada Regional Housing Authority (SNRHA) is an Equal Opportunity Employer

SNRHA prohibits discrimination and harassment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status, genetics, or any other characteristic protected by federal, state, or local laws.

Duties and Responsibilities

This announcement summarizes typical job functions and does not exhaustively or comprehensively list all duties and responsibilities. This position is accountable for performing the following duties and responsibilities, with or without reasonable accommodation.

- Process payments related to housing programs, including those for landlords, tenants, and vendors, in alignment with agency policies and funding requirements.
- Review and reconcile financial documentation to ensure accuracy, proper coding, and compliance with applicable housing regulations.
- Prepare and record bank deposits and other financial transactions in accordance with internal controls.
- Manage accounts payable functions, including invoice processing, payment scheduling, and reconciliation of vendor statements.
- Research and resolve discrepancies in payments, billing, and account balances across housing related transactions.
- Maintain positive working relationships with landlords, vendors, and other stakeholder by responding to inquiries, resolving issues promptly, and providing effective customer service.
- Support financial reporting and audits by ensuring documentation is accurate, organized, and readily accessible.
- Collaborate with housing and program staff to address payment inquiries, verify eligibility, and ensure proper financial procedures are followed.

*This position is **eligible** for participation in the collective bargaining unit (SEIU), which represents certain Southern Nevada Regional Housing Authority employees.*

Minimum Qualifications

Minimum qualifications are intended to identify applicants most likely to perform successfully on the job. Applicants who meet minimum qualifications are not guaranteed an interview; however, they are further assessed to determine how well they meet the position's minimum qualifications and the agency's immediate needs. **To be considered, applicants must clearly document—within both their application and resume—that they meet all of the following minimum qualifications. Please note that verification of these qualifications will be required prior to hire.**

- High school diploma or GED required.
- Two years' experience in finance, accounting, office administration or housing administration. Any equivalent combination of education, training, or work experience will be considered.

Licenses and Certifications:

- *Requires a valid/current Nevada driver's license at time of application and is insurable under the Authority's automobile insurance plan.*

SNRHA utilizes Criteria for online employment testing. Successful candidates will be invited via email to participate in the testing for further consideration in the recruitment process. Failure to participate in the testing is considered a withdrawal by the candidate.

Screening and Selection

Applicants who meet minimum qualifications may be further considered. Evaluation factors include, but are not limited to, a cover letter and resume, writing samples, pre-employment testing/assessments, panel interviews, references, performance evaluations, and background investigation.

SNRHA utilizes Criteria for online employment testing. Successful candidates will be invited via email to participate in the testing for further consideration in the recruitment process. Failure to participate in the testing is considered a withdrawal by the candidate.

Reasonable Accommodation

If you require a reasonable accommodation to participate in our hiring process, contact the HR Department (702.477.3170).

Southern Nevada Regional Housing Authority (SNRHA) is an Equal Opportunity Employer

SNRHA prohibits discrimination and harassment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status, genetics, or any other characteristic protected by federal, state, or local laws.