

ACCOUNT SPECIALIST

Monthly Salary Range: \$4,277.00 - \$5083.00 + benefits

The Housing Authority of the County of Alameda (HACA), located in Hayward, California, is currently recruiting for the classification of Account Specialist.

The primary responsibilities of the position include a variety of accounting functions such as: maintain accounts receivables, accounts payables, process payroll, computer data entry, report processing and balancing for a variety of accounting applications, prepare, process, and audit payroll, prepare journal entries, consult with bank personnel, contractors, vendors, and others to gather information and to resolve imbalances and discrepancies, compile and prepare a variety of statistical and financial data for governmental and internal reports, answer questions regarding accounts receivable procedures, rent collections, Section 8 contract payments, and payments, review daily transaction reports, coordinate assigned activities with other HACA departments, and perform other duties as assigned.

Requires:

Education equivalent to the completion of the twelfth (12th) grade and one (1) year of college level elementary accounting courses, **and** two (2) years of increasingly responsible experience administering accounts and compiling a wide variety of fiscal or statistical data and controls.

Application Process: All applicants **MUST** fill out a HACA employment application **AND** submit responses to the supplemental questionnaire before consideration can be given. To obtain a HACA employment application & the supplemental questionnaire, visit our website at www.haca.net. For assistance, call HACA's HR department at 510-727-8518.

Closing Date: January 31, 2023, at 11:59PM (Pacific) unless extended.



www.haca.net