

# Employment Opportunity Posting

**Management Co.:** Westmoreland County Housing Authority

**Position Available:** Accountant

**Available:** Immediately

**Location:** Greensburg, PA

**Job Description:** The Westmoreland County Housing Authority is accepting applications for a full-time accountant at its main office in Greensburg. The position would be under the direction of the comptroller to perform technical and complex housing authority accounting duties, maintain an accounting system, review fiscal records, prepare financial report statements and analysis, and do other related work as required.

## Essential Duties:

- Plans, organizes, coordinates and assists in the operation of the accounting department
- Performs duties within the Authority's accounting system related to accounts payable, accounts receivable, inventory and property control, and tenant security deposits
- Managing company ledgers and reconciling bank accounts
- Preparation of financial summaries, statements, reports, and budgets
- Reviews budget control of program funds
- Scheduling, monitoring, and compiling data for annual financial audits
- Preparation of bi-weekly payroll in conjunction with payroll service
- Perform other related duties as assigned by the comptroller or chief accountant

## Qualifications:

Qualifications: • Bachelor's degree in accounting, finance, or similar field • Minimum of 3 years of relevant, hands-on accounting experience • Knowledge of government and nonprofit accounting principles, concepts, and terminology • Computerized accounting software experience • Proficient to advanced knowledge of Microsoft Office applications, especially Excel • Excellent verbal and written communication skills • Strong attention to detail and accuracy • Ability to work independently on assigned duties • Demonstrate an ability to manage a variety of priorities while meeting deadlines

**Compensation:** Salary to commensurate with experience

**Benefits:** WCHA Employees are eligible for full benefits including but not limited to the following as a part of a total rewards package! • Pension • Annual leave • Sick leave • Annual Paid Holidays • Group Health Plan • Group Life Insurance • Exceptional Performance Recognition • Credit Union Membership

**Apply:** Send Resumes to: Linda Metz - Executive Administrative Assistant  
lindam@wchaonline.com