



Job Announcement

Eligibility: Housing Authority of the City of Pueblo Employees and Qualified Public

March 20, 2025

The Housing Authority of the City of Pueblo has an opening for the position of:
Accountant I/Payroll.

This is a non-exempt (hourly) position with a starting rate of \$24.00 per hour in addition to our full-time benefit package with over 30 days of paid time off given and accrued in the first year of employment, affordable health insurance with contributions towards your health savings account from the agency and more!

Please review the attached job description and qualifications carefully before completing an application.

Applications may be obtained at the Central Management Facility, 201 S. Victoria Ave between 8:00 a.m. and 4:30 p.m. or on our website at www.hapueblo.org

You may submit your application in-person or email to:

anthony.linan@hapueblo.org

Job posting will remain open until filled.



Date: 03/2025

Title: Accountant I - Payroll

Status: Full-Time Non-Exempt/Hourly

General Purpose

Utilizing recognized accounting and auditing principles as prescribed by Generally Accepted Accounting Principles, the Accountant I will prepare financial reports that track the organization's assets, liabilities, profit and loss, tax liabilities and other related financial activities. Accountant I also performs essential financial transactions, accurate record keeping and provides support to the accounting team as necessary.

Supervisory Responsibilities

No supervisory responsibilities.

Essential Duties and Responsibilities

- Performs or serves as the backup for the essential functions of payroll for the organization, time keeping processing and is responsible for the accuracy of recordkeeping of payroll transactions.
- Performs or serves as the backup for bank account reconciliations of the organization, accurately auditing documentation and provides timely reports of bank accounts for the accounting team.
- Performs or serves as the backup for accounts payable support, providing guidance and direction for coding to appropriate property or program expense allocation.
- Performs or serves as the backup for accounts receivables, providing guidance and direction for collections, recommendation for legal intervention or account write-off.
- Provides essential detailed and accurate reports for the organization for financial statement reporting, including any special projects, program or reporting requiring research for auditors, investors or third-party agencies.
- Prepares simple general ledger entries of miscellaneous cash receipts, payables and receivable transactions or payroll entries. Works closely with Accountant II and Director of Finance on complex journal entries.
- Responsible for tracking fixed assets and maintaining organization depreciation records for properties, programs and cost center allocations.
- Processes month end functions to ensure that managed properties, HUD programs and tax credit programs properly reflect interfund charges and associated expenses.
- Other duties as assigned.

Licensure, Credentials & Experience

- Valid Colorado Driver's License in good standing required.
- Associate's degree in accounting, Business Administration or an equivalent combination of education and experience in accounting/financial accounting required.
- 1-2 years' experience in payroll, accounts payable or accounts receivable functions required.
- Government, cost or property related accounting preferred.
- Public housing, section 8 or affordable housing related accounting experience preferred.

General Knowledge & Qualifications

- Strong organizational skills with analytical attention to detail.
- Financial acumen with ability to prepare and understand budgets and financial statements.
- Ability to work independently and as part of a team.
- Strong customer service, communication, and ability to establish and maintain effective working relationships with external customers, investors and fellow HACF employees.
- Ability to process work efficiently, accurately and adapt to changing priorities.
- Ability to become familiar with HUD, tax credit and HACF program regulations.
- Ability to understand and adhere to policy, procedure, and regulations.
- Demonstrated ability to manage changing priorities with a high degree of flexibility.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office, primarily Excel, web-based applications and related property management software.

Materials & Equipment Used

- Standard Office Equipment.

Working Environment and Physical Responsibilities

- Primarily sedentary work at a workstation/desk.
- May involve physical exertion such as lifting to 10 pounds at times, bending, stooping, crouching and kneeling occasionally.
- Significant computer work involves ergonomic and eye strain.
- May involve driving around the Pueblo metro area frequently, and to regional agencies for partnership development and networking.
- Interacts with the public occasionally so may encounter difficult situations as well as interaction with threatening behaviors.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel within this classification.