



Job Announcement

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

April 15, 2026

The Housing Authority of the City of Pueblo has an opening for the position of:
Accountant II.

This is a full-time exempt (salaried) position with a starting annual salary of
\$70,720.

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

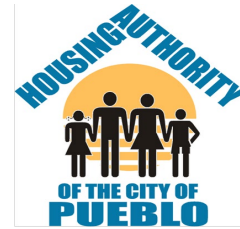
Job posting will remain open for a minimum of 7 days or until it is filled.

Last Updated: 3.2025

Title: Accountant II

Reports to: Director of Finance

Status: Full-time – Exempt



General Purpose

Utilizing recognized accounting and auditing principles as prescribed by Generally Accepted Accounting Principles, Accountant II is responsible for preparing and recording accurate, timely and complete financial transactions, reports and entries to the Director of Finance. Serves as the financial authority on all accounting and finance related matters for all assigned properties and programs.

Supervisory Responsibilities

No supervisory responsibilities, but may provide guidance, direction and support to Accountant I, Accounts Payable and Accounts Receivable positions in the department.

Essential Duties and Responsibilities

- Reviews, prepares and is responsible for recording transaction and journal entries that reflect the accurate fiscal operations of the organization.
- Prepares and reviews monthly budget reports with internal department managers, investors, third party agencies and leadership team as requested, while providing detailed variance reports for explanation.
- Prepares and presents various housing program reports, including but not limited to public housing, section 8 program vouchers, tax credit properties and other programs operated by the organization.
- Assists the Director of Finance in the preparation of unaudited and audited financial statements and necessary documentation to various agencies, including HUD, investors and other agencies as required.
- Provides oversight and manages intercompany accounts and ensures accuracy of program funds amongst the various properties and programs.
- Takes an active role in the management, preparation and final recommendations of operating budgets for all properties, programs and cost centers of the organization.
- Provides support, guidance and direction for accounts payable, accounts receivable and payroll functions of the organization, and audits accurate transactions from those key financial functions.
- Responsible for auditing key financial transactions and backup information with key descriptions on journal entries is present for future audit needs.
- Responsible for key financial transactions, including bank transfers and intercompany fund management.
- Other duties as assigned.

Licensure, Credentials & Experience

- Valid Colorado Driver's License in good standing required.
- Four Year degree in accounting, finance or business administration required.
- 1-2 years' experience required in accounting and finance.
- Government, cost or property related accounting preferred.
- Public housing, section 8 or affordable housing related accounting experience preferred.

General Knowledge and 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.
- Ability to provide guidance, direction and support to others.
- 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 and Equipment Used

Standard office materials and 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 involving 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.