Grant Accountant

Who we are:
The Housing Authority of the City and County of Denver, ("DHA") is a quasi-municipal corporation with a portfolio of over 11,000 units and Housing Choice Vouchers ("HCV"), providing affordable housing to more than 26,000 very low, low and middle income individuals representing over 10,000 families. DHA has transformed public housing in Denver, creating vibrant, revitalized, sustainable, transit oriented, and mixed-income communities of choice.

Denver Housing Authority's mission is to serve the residents of Denver by developing, owning, and operating safe, decent and affordable housing in a manner that promotes thriving communities.

DHA owns and operates over 3,900 conventional public housing units that are subsidized by the U.S. Department of Housing and Urban Development ("HUD"), nearly 700 subsidized multi-family units, and about 200 other locally-funded housing units. DHA also administers the federal HCV program, formerly known as "Section 8". The HCV program makes it possible for low income residents to live in privately owned rental housing throughout the city. DHA acts as an agent for HUD in this program, making subsidy payments to the private property owners of HCV holders. DHA, on behalf of HUD, administers approximately 7,000 vouchers.

DHA is governed by a nine-member Board of Commissioners appointed by the Mayor of Denver and approved by the City Council.

The Position
The position we seek to fill is for an experienced Accountant (CPA preferred) who would be responsible for grants and related programs including a not-for-profit entity for our Resident and Community Services department. The job duties could include the following: preparation of financial statements including cash flow statements, presenting financial information to the not-for-profit board, budgeting, grant reporting, non-profit tax returns, and supervision of accounting clerks. This position will independently perform technical/professional accounting functions for assigned programs. Position is responsible for several program funds from transactions through financial reporting. Applicant must have excellent interpersonal and communication skills.

Minimum Qualifications at the Time of Application
- Bachelor’s degree in accounting
- Three years accounting/bookkeeping experience
- Thorough knowledge of accounting theory, including Generally Accepted Accounting Principles
- Government and not for profit accounting, and ability to analyze financial and general business data.
- Working knowledge required in the use of advanced spreadsheet functions utilizing Excel and other business software.
- Must have proven ability to prepare clear and accurate financial documents.

Salary Range
$57,209 to a mid-salary of $71,511/year. Must include salary requirements with resume/application.

Benefit Information
* Sick leave is accrued at 6 hours per month.
* Annual leave (vacation) for new employees is accrued at 8 hours per month.
* 11 paid holidays per year with an optional paid day off.
* Health insurance and 125 Plan.
* Group life insurance, pension plan (employer contributes 10% of the annual salary), short term and long term disability insurance are paid by DHA.
* Dental plan, vision insurance, critical illness insurance, accident insurance, 457 pension plan and the ROTH IRA are employee paid options.
* Performance based merit increases and annual adjustment are given depending upon current policy.

**How to Apply**
You may apply for this position in one of the following ways:
* in person between 8:00 a.m. and 4:00 p.m. at 1035 Osage St., 9th floor or
* by faxing your application and/or resume to (720) 932-3005 or
* by emailing your application and/or resume to HR@denverhousing.org or
* by mailing it to the address at the top of the page.
* you must include your salary requirement.

The application form as well as more information about DHA can be found on our website: www.denverhousing.org. Applications filed previously will not apply to this posting; a new one must be submitted. Please specify the position for which you are applying. No phone calls please.

Recruitment will remain open until filled.

DENVER HOUSING AUTHORITY
1035 OSAGE STREET, 9th FLOOR
DENVER, CO  80204