

## ACCOUNTANT I

Charleston-Kanawha Housing is seeking an Accountant I. You will be responsible for assisting in the performance of accounting and related functions with regard to Public Housing and Rental Assistance. This position is responsible for all aspects of financial reporting, budget preparation, account reconciliation, payroll, and related functions for assigned Asset Management Projects.

We are seeking candidates with a four year college degree in accounting or a related degree, with a minimum of 24 hours in accounting. One to two years working experience in a specified area of accounting desirable. Must have a working knowledge of computer software to include Microsoft Word and Excel. Good organization and relationship skills a must. Regular attendance is required.

Entry Salary: \$29,558. Applications will be accepted until June 1, 2010 and may be obtained by calling Human Resources at 348-6451, Extension 326, or stopping by the Charleston-Kanawha Housing offices located at 1525 Washington Street, West. You may also access our website at [www.charlestonhousing.com](http://www.charlestonhousing.com). EOE/Smoke-Free/Drug-Free Workplace.