



ACCOUNTANT II

Duties include:

- ◆ Prepares/Analyzes Financial and Budgetary Reports
- ◆ Prepares Financial Schedules/Related Reports
- ◆ Monitors Cost Center Financial Results
- ◆ Develops Income Projections
- ◆ Prepares Grant Funds Reimbursements & Monitors Expenditures
- ◆ Maintains Fixed Asset Inventory
- ◆ Month-End/Year End Financial Closing
- ◆ Year-End Reporting to HUD

Skills Required:

- ◆ Bachelors Degree In Accounting
- ◆ 2-3 Years Experience With Auditing & Accounting Principles & Financial Management Concepts
- ◆ Experience in Public Accounting with audit experience Highly Desirable
- ◆ Working Knowledge of GAAP and Computerized Accounting Systems
- ◆ Excel Proficient

Starting Salary: \$29,737

Excellent Benefits

APPLY:

- ◆ In Person: 2624 Salem Turnpike
- ◆ VEC: Valley View Blvd
- ◆ Online: www.rkehousing.org
- ◆ Fax: (540) 345-5494
- ◆ E-mail: HR@rkehousing.org
- ◆ Mail: P.O. Box 6359 Roanoke, VA 24017

Affirmative Action/Equal Opportunity Employer