

**We offer competitive salary, great benefits, and work that matters to our community.**

### **The Organization**

Seattle Housing Authority (SHA) is a growing, innovative, and mission-driven Agency based in Lower Queen Anne, Seattle. We are committed to advancing housing equity throughout the city, and creating a supportive, inclusive workplace for the 650+ employees who propel SHA's mission forward every day. Through our work, we expand housing opportunities for all, cultivate strong communities, and improve quality of life for our citizens and neighbors. We are best known for centering care and respect in our relationships with clients and leading with a deep commitment to race and social justice equity.

SHA's passionate and talented workforce have elevated the organization into a nationally recognized leader in housing and development. We believe in a workplace where "everyone" means "everyone," and creating an environment where employees can do their best work is the right thing to do. SHA fosters an inclusive culture where employees are celebrated for being exactly who they are and valued for their unique perspectives shaped by their lived experiences. SHA employees enjoy competitive pay and holistic benefits, flexible and alternative work arrangements, robust learning and development opportunities, career development, employee assistance program, and several affinity groups to help staff feel connected to themselves and their peers.

**Every now and then self-assurance holds us back from chasing opportunities. Studies have shown that women and people of color are less likely to apply for their dream job if they don't meet every qualification. At Seattle Housing Authority, we are dedicated to building a diverse, inclusive, and authentic workplace that celebrates your identity and the background you bring with you. We don't believe there's only one 'perfect' candidate and encourage you to apply even if you don't meet every qualification. You may just be the candidate we're looking for!**

### **The position:**

Our Finance Department is seeking to fill an **Assistant Controller** Position. The **Assistant Controller** will under supervision of the Controller provide high level support to the Controller in the management of the accounting department, providing leadership and direction for financial management matters for the Housing Authority.

The starting pay for this position is **\$43.86 - \$54.00 per hour D.O.E, Knowledge, Abilities.**

### **The ideal candidate has:**

1. **Proof of vaccination on first day of employment.** Please read our [vaccination policy](#).
2. Seven years of accounting or financial management experience including three years in a management or supervisory capacity.
3. Public Sector Experience a plus
4. Certified Public Accountant (CPA) license desired.
5. Valid Washington driver's license with fully insurable driving record.

### **What will you be doing?**

1. Primarily responsible for providing high level support to the Controller in the management of the Housing Authority's accounting and financial activities. And carry out accounting for assigned programs.
2. As backup to the Controller, remain cognizant of all financial management matters as they relate to the Housing Authority. This includes accounting and reporting for agency programs as well as

providing oversight and expertise to ensure accounting and reporting are in compliance with Federal, State, and local laws and regulations.

3. Serve as the direct supervisor for two Accounting Supervisors in the Finance Department.
4. Hire, train, supervise and evaluate the performance of financial management supervisors and any other assigned staff.
5. Actively support SHA's Race and Social Justice efforts. Provide leadership to supervisors and non-supervisory staff to further Race and Social Justice (RSJ) Competency as an expectation of all SHA leaders and employees. Explore opportunities to expand opportunities to promote RSJ.
6. Ensure timely and accurate accounting and reporting for agency program operations and capital projects; ensure reconciliation of material account balances in all SHA operating and capital funds.
7. plan and coordinate reconciliation of general ledger account balances to the respective subsidiary ledgers; review and analyze financial data to ensure accuracy and completeness; ensure that corrections and adjustments are made as necessary.
8. Assist in the preparation of GAAP based financial reports, including the Annual Comprehensive Financial Report (ACFR), as well as with the preparation of financial reports for various internal and external users including SHA management, investors, creditors, grantors, and government regulators.
9. Coordinate in tandem with the Budget Analysts and Accountants timely and accurate quarterly presentations of agency wide financial results and expenditure analyses.
10. Maintain communication with various departments and personnel to answer questions, obtain information and resolve issues, and to provide information concerning related accounting functions.
11. Research technical guidance and make recommendations regarding appropriate accounting treatment of complex accounting issues.
12. Coordinate with the Controller to provide liaison and assist external auditors as necessary including, but not limited to, the preparation of various schedules, analyses, and confirmations.
13. Perform other related duties as assigned.

**The Location: 190 Queen Anne Ave N, Seattle, WA 98109**

### **Why Should You Apply?**

- Competitive salary
- Great benefits
  - We offer medical, dental, vision insurance, and Public Employees' Retirement (PERS), if hired into an eligible position.
  - We also offer generous paid leave and holidays.
- Reasonable hours
  - Eligible to telework 2-3days a week.
- Opportunities for on-the-job training

For additional information on the job, please see the [full posting](#).

For information on our hiring practices, see our [diversity policy](#) and [equity policy](#).

To apply please [click here](#)