



RECRUITMENT ANNOUNCEMENT ACCOUNTANT

The Housing Authority of the City of Brunswick (BHA) provides quality, affordable housing assistance programs to low-income families residing in Brunswick and Glynn County, GA, and administers the following programs: Low Income Public Housing; Capital Fund Program; Housing Choice Voucher Program; and Business Activities including privately owned apartments, and participation in joint venture and tax credit property.

BHA is seeking qualified applicants for the position of **Accountant**. Under direction of the Director of Finance this position is responsible for performing a variety of professional level accounting duties.

Essential Functions

- Posts cash receipts for all ledgers.
- Completes bank reconciliations.
- Posts payroll journal and related benefit journals.
- Maintains prepaid schedules.
- Prepares scheduled month-end journals.
- Maintains schedules for all grants.
- Completes monthly Capital Fund Program (CFP) obligations and expenditures reporting.
- Completes monthly draws from Housing and Urban Development (HUD) electronic Line of Credit Control System (ELOCCS) and records transactions.
- Maintains reconciliation schedules for grants revenues.
- Maintains reconciliation schedules for balance sheet accounts.
- Reviews accounts payable batches prior to posting and check runs.
- Reviews accounts receivables across all funds.

Minimum Requirements

Bachelor's degree in Finance, Accounting or closed related field supplemented by one (1) to three (3) years of accounting experience, preferably in governmental or nonprofit accounting. Must possess knowledge of Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) requirements; auditing principles and procedures; and research and statistical analysis principles.

Compensation and Benefits

BHA offers an exceptional compensation and benefits package. The minimum salary for this position is \$55,952. The successful candidate is eligible for all benefits afforded to full-time employees including health, vision and dental insurance, disability insurance, deferred compensation and pension, and a generous leave package.

How To Apply

Interested applicants should submit a compelling cover letter, résumé, list of three (3) professional references (including names, phone numbers, email addresses), and a salary history to Oran Reed, Director of Human Resources at oreed@brunswickpha.org by 5:00 pm EDT on Friday, October 10, 2025.