



“Committed to Safe and Affordable Housing”

Job Opportunity

Company Name: **Yakima Housing Authority**

Title of Position: **Full-time Accounting Clerk**

Description of Responsibilities: **Perform various bookkeeping and financial functions of the Accounting Department. This position includes understanding accounting procedures, general ledgers, payroll, accounts payable, accounts receivable and journal entries.**

Requirements: **Must have good mathematical, writing, and spelling skills, be detail oriented, have excellent organization skills, and the ability to multi-task. Must maintain at all times a valid Washington State driver’s license and have a good driving record of less than three moving violation within a five-year period.**

How to Apply: **Employment applications are available at www.yakimahousing.org on the 'About Us' tab in the 'Employment' section. Your completed application and resume may be e-mailed to employment@yakimahousing.org, faxed to 509-494-7080, or dropped off in our document collection box in front of the YHA office, located at 810 N. 6th Ave. in Yakima.**

Closing Date: **Position open until filled.**

The Yakima Housing Authority is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.

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