



**City of Virginia Beach Department  
of Housing and Neighborhood Preservation  
is seeking applications for  
ACCOUNTANT I  
for the Housing Choice Voucher Program  
and Related Programs  
Contractual Position / \$18.05 per hour  
Monday – Friday 35 hrs/week  
Initial Assignment for 15 months**



DHNP COMPLIES WITH THE FAIR HOUSING  
ACT AND PROVIDES REASONABLE  
ACCOMMODATIONS AND MODIFICATIONS TO  
PERSONS WITH DISABILITIES. DHNP DOES  
NOT DISCRIMINATE ON THE BASIS OF RACE,  
COLOR, RELIGION, SEX, DISABILITY, FAMILIAL  
STATUS OR NATIONAL ORIGIN IN ADMISSION  
OR ACCESS TO ITS PROGRAMS.

Under the supervision of the department's Accountant II individual will oversee and be responsible for over 25,000 annual transactions distributing over \$14 million in annual housing assistance payments. Position requires extensive Federal data and financial system utilization and analysis. Must understand, organize and adapt to continually changing Federal regulatory and financial requirements, as well as meet department and city analysis and reporting needs. Individual must meet semi-monthly payments deadline and many other city and federal deadlines.

**Preferences:** General programmatic knowledge of Housing Choice Voucher (HCV) program; experience with HCV accounting, or accounting experience with a Federal assistance program. Individual must be highly skilled with Excel; able to produce complex spreadsheets and reports that provide necessary management information and projections; ability to communicate effectively with front line staff, city finance staff and department management.

**Minimum Qualifications:** Any combination of education (above high school) or experience equivalent to four years in a field such as professional accounting.

**Submit resumes by July 17, 2009 to:** Department of Housing and Neighborhood Preservation, Municipal Center – Building 18A, 2424 Courthouse Drive, Virginia Beach, VA 23456-9083, Attn: Melissa Teets; or fax to 757-385-5766.