



# Chehalis Tribal HOUSING AUTHORITY

## Job Openings

10 Petoie Dr, Oakville Wa. 98568

Contact Jeanette Siufanua for Job Descriptions of any of the open positions.

[Jsiufanua@chehalisTribes.org](mailto:Jsiufanua@chehalisTribes.org)

360-709-1796

### Staff Accountant:

**Job Summary:** Performs reconciliation, analysis, and accurate tracking of general ledger accounts. Analyzes and verifies accuracy of information by developing spreadsheet reports. Develops and supports the monthly closeout process including reconciliation, preparing, and posting adjusting entries. Answers accounting and financial questions by researching and interpreting data.

**Minimum Qualifications:** Bachelors degree in accounting and five years of directly related experience required. Prefer experience with fund accounting, maintain multiple ledgers and proficiency in Microsoft Excel. Prefer experience working with American Indian/ Alaska Native communities.

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