



Job Posting Announcement

Date: 04/30/2026
Program: Affordable Housing Program
Job Title: Accounting Specialist
Location: AHP Central Office, Hamblen County
FLSA Status: Non-Exempt, Full-Time; 37.5 Hrs. per week
Salary Grade: 12 (\$15.48 per hour)
Reports to: Affordable Housing Program Director

POSITION SUMMARY: The Accounting Specialist is responsible for reconciling all bank account statements, processing month-end closing, and maintaining security deposit details for the Affordable Housing program.

DUTIES AND RESPONSIBILITIES / ESSENTIAL JOB FUNCTIONS:

- Process complexes' month-end accounting closes with financial statements for the month.
- Print and reconcile bank statements for all of housing's bank accounts.
- Balance and maintain security deposit detail listing and compare against vacancy reports.
- Process all refunds due to move-outs including but not limited to security deposits, pet deposits, unearned rent, etc.
- Compile audit confirmation letters, audit materials and year-end financial reports for complexes under audit.
- Enter approved adjusting journal entries.
- Prepare reserve for replacement and residual receipts requests for submission to HUD or other funding source.
- Compare collections against rent rolls for accuracy.
- Enter bookkeeping/management fees into QuickBooks.
- Perform all other duties as assigned.

OTHER JOB RESPONSIBILITIES:

- Travel within the service area and to meetings is required.
- Must have valid Tennessee driver's license and proof of liability insurance on vehicle.
- Complies with all rules, policies, and procedures of the Agency.
- Maintains confidentiality of client and Agency information.
- Does not discriminate in the provision of services and makes sure that no person is excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or benefit because of race, color, religion, gender (including sexual orientation and gender identity), age, citizenship, ethnicity, national origin, disability, marital status, genetic information, or veteran status unless those exclusions are based upon bona fide qualifications mandated by program service eligibility criteria.
- This job may change at any time for any or no reason.

WORK SITE: DCEA, Inc., Affordable Housing Central Office, Hamblen County

SUPERVISORY RESPONSIBILITIES: Does not supervise anyone.



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ROLE QUALIFICATIONS:

Education and Experience Requirements:

- Associate degree in Accounting or related field preferred or High School Diploma/GED with 2 years of equivalent experience required.
- Previous experience with multiple housing funding sources (HUD, THDA, RD, etc.) and property management software preferred (OneSite) preferred.

Other Knowledge, Skills, and Abilities:

- Must have thorough knowledge of regulations, policies, and procedures that apply to non-profit accounting and give attention to work.
- Must be proficient with program software QuickBooks, Microsoft Office Word, and Excel.
- Must have excellent written and verbal communication skills.
- Must have strong organizational, analytical, time-management and multi-tasking skills.
- Must have good judgment and the ability to make good decisions.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Typical work environment involves lifting, bending, twisting, temperature changes, prolonged periods of sitting at a desk and working on a computer.
- The physical environment requires the employee to work primarily inside, in temperature-controlled conditions but at times also outside in all types of weather. Noise level is usually moderate and interruptions are present.
- Requires the ability to read and sign documents necessary to complete paperwork.
- Requires frequent use of office equipment, including computer, phone and fax.
- While performing the duties of this job, employee is regularly and typically required to stand, lift, bend, twist, sit, reach, push, pull, climb or balance, walk, talk, hear, and smell.
- May lift and or move up to 25lbs to transport needed supplies and equipment.

Equal Opportunity Employer

Application Deadline: Applications accepted until position is filled.

To Apply: Send resume to Human Resources email: jcody@douglascherokee.org or mail to DCEA Human Resources, 534 East First North Street Morristown, TN 37814.