



## **Community Development Accounting Manager**

The City of Altoona is seeking a qualified candidate for the position of Community Development Accounting Manager. This position performs a variety of routine and complex administrative, technical, and professional work for the Community Development Department and the Redevelopment Authority of Altoona. This position maintains and updates the computerized accounting system and supervises, coordinates, and implements the financial processes and procedures. The position plays a lead role in implementing fiscal management policies and procedures, and for purposes of separation of duties, also conducts accounts receivable functions.

Interested candidates must possess a thorough knowledge of accounting principles and procedures, and considerable knowledge of public accounting with special emphasis on Federal programs and grant accounting. Additionally, candidates will have the ability to work with sub-grantees in an advisory capacity with respect to establishing proper accounting procedures; ability to communicate effectively; establish positive working relationships with supervisors, peers, public officials, contractors, and the general public; and the ability to assess, analyze and prepare reports and statements of financial data. An Associate Degree in Business Administration, Accounting or related field, and two (2) years of work experience in public accounting; or any equivalent combination of related education and experience, provided no substitution is made for at least one (1) year of experience are required.

The City of Altoona offers a comprehensive benefits package including health, dental, vision and life insurance; paid time off; and retirement options.

To apply, please email your cover letter, resume and three (3) professional references to [hr@altoonapa.gov](mailto:hr@altoonapa.gov). For additional information on the City of Altoona, please visit [www.altoonapa.gov](http://www.altoonapa.gov).

The City of Altoona is an Equal Opportunity Employer