



<b>JOB VACANCY ANNOUNCEMENT</b>	
TO:	All eligible and interest parties
DATE:	2/17/2026
JOB TITLE/STATUS/LOCATION	Accounting and Grant Specialist
SCHEDULE:	Monday – Friday / 20 hours weekly (PT)
PAY RATE:	\$36 – \$37.90 hourly
DEADLINE TO APPLY:	Until filled

### **Purpose of Position**

Reporting to the HR Director/Comptroller, the Accounting and Grants Specialist will assist to ensure smooth and effective completion of programmatic tasks related to operating subsidy and grants management as well as other accounting responsibilities. This position supports a range of grant contracts across federal, state and county platforms. This position works closely with HUD's Operating Subsidy Grant and Capital Funds and is pivotal to ensuring the Agency maintains efficient funding for the management and operation of its housing program. The accounting and grant specialist is a detailed oriented, self-starter, collaborative member of the team.

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### **Key Responsibilities/ Position Summary**

- Process and enter data related to grants, contracts and organization records using Agency software or external software (ie. ELOCCs, EPIC, etc).
- Reviews supporting documents to ensure compliance guidelines are met.
- Acts as the initial point of contact for inquiries involving grant and contract activities, processing, awards, and amendments, and grant making.
- Submit related calendar year forms.
- Assists in the preparation and development of the Agency's annual statements, the 5-year plan and other critical reports.
- Assists in the management of project documentation, schedules and budgets.
- Track and update budgets ensuring accuracy, contract compliance and schedule adherence.
- Assist with invoicing, expense reporting, and other financial documentation.
- Prepare correspondence, presentations and reports.

- Coordinates reporting functions and collaborates with internal and external stakeholders.
- Preparation of documents, manuals and information packets.
- Routinely updates senior staff of accounting and finance activities.
- Performs research to identify resources and collect required data in the application of federal operating funds.
- Provides support to the accounting team or development and modernization team as needed.

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## **Qualifications**

- Bachelor's Degree or equivalent with major course work in business administration, finance, public administration, community development or planning.
- 5 years accounting and/or grant management relevant experience.
- 5 years of experience in responsible work involving project planning, real estate development LIHTC, and capital improvement work.
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## **Working Conditions**

- Primarily office-based (part-time)
- Must be able to lift 20 lbs and hold a valid PA Driver's License.

**To apply, you must submit your resume or letter of interest via email to  
[vinam@harrisburghousing.org](mailto:vinam@harrisburghousing.org)**