



PUBLIC NOTICE

Program – CDBG-DR

Title – Accounts Payable Specialist

PRDOH – Contador de Programa

Area – Finance Division

Required Skills and Qualifications:

- Bachelor Degree in Administration with Concentration in Accounting.
- 2-year experience in the accounting professional field.
- Skills that consists with recording income control and expenses corresponding to the CDBG-DR Program.
- Registers in books, records and electronic accounting systems corresponding documents of different fiscal transactions related to the income, expenses and accounts payable for the CDBG-DR- Program.
- Prepares bank reconciliations, budget details, vouchers, adjustments and others to determine the correct and exact use of the CDBG-DR funds.
- Prepares corresponding income and expense reports of the fiscal activities of THE CDBG-DR Program.
- Intervenes with the accounting systems to verify the legality and accuracy of the transactions.

Reports to – Accounting Manager.

Interested candidates please send the resume to the following email address: infocdbg@vivienda.pr.gov (include subject: "**EMPLOYMENT OPPORTUNITY**").

This position is subject to Section 3 from the Housing and Urban Development Act of 1968. Under Section 3 public housing residents (including section 8 residents), or low-income citizens who live in the vicinity of a HUD-assisted project, can receive recruitment or contracting priority. It is important to comply with all of the requirements of the contractor opportunity or position.