



PUBLIC NOTICE

Program – CDBG-DR

Title – Accounting Manager

PRDOH – Gerente de Contabilidad

Area – Finance Division

Required Skills and Qualifications:

- Bachelor Degree in Administration with Concentration in Accounting.
- 5-year experience in the professional field of accounting.
- Bilingual English/Spanish.
- Plans, coordinates, directs, supervises and evaluates the operational and administrative activities related to the accounting of the CDBG-DR Program.
- Assigns, supervises and evaluates the work performed by the personnel of his area.
- Studies, analyses and implements the accounting systems for the fiscal operations of the CDBG-DR Program.
- Studies and analyses complex fiscal transactions that assigned.
- Analyses, evaluates rules and current procedures and evaluates new procedures for the effective control, and use the CDBG-DR funds.
- Inspects periodically and develops pre-intervention methods for the accounting systems of the CDBG-DR Program to assure the legality and correctness of fiscal transactions.
- Elaborates work plans and is responsible for the compliance of these plans.

Reports to – Finance Division Director

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.