

## Job Posting

May 2, 2018

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ACCOUNTING TECHNICIAN - full-time position; responsibilities include: bi-weekly payroll; payroll related tax returns; annual W-2 statements and 1099 reports; coding payable invoices and issuing checks; and back up for Accountant. Individual must have considerable experience in bookkeeping and accounting; knowledge of word processing and spreadsheet programs, specifically Microsoft Outlook; and completion of high school, preferably supplemented by business or college training in bookkeeping or accounting, or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Submit resumes to: [mfr@lynchburgva.gov](mailto:mfr@lynchburgva.gov) or Lynchburg Redevelopment & Housing Authority, 918 Commerce Street, Lynchburg, VA 24504. Resumes will be accepted until May 16, 2018.

LRHA is an Equal Opportunity Employer