



EMPLOYMENT OPPORTUNITY

Re-ADVERTISEMENT

Zuni Housing Authority
P. O. Box 710 - 11 South D Avenue
Zuni, New Mexico 87327
Phone: (505) 418-4265
www.pozha.org

ZHA-2026-008

Announcement No.

June 4, 2026

Announcement Date

June 17, 2026

Closing Date

POSITION: Tenant Accountant

Pay Level and Hourly Rate: Level 4 (\$19.97/hr)

DEPARTMENT: Finance

GENERAL DEFINITION:

The Tenant Accountant performs duties related to receiving payment and posting amounts to ZHA rental tenant and homebuyer accounts and making any necessary adjustments to these individual ledger accounts. Monitor and perform all Tenant Accounts Receivable operations for the ZHA while maintaining sound professional customer services.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to perform basic math skills.
2. Knowledge of accounting principles and practices.
3. Ability to communicate both orally and in writing with ZHA clients and outside agencies.
4. Skilled in handling and receipting of cash.
5. Knowledge of providing sound professional customer service and customer satisfaction.
6. Knowledge of administrative clerical procedures and systems such as word processing, managing files and records, and other office procedures.

TRAINING AND EXPERIENCE:

- Associate of Applied Science (AAS) in Accounting with two (2) years work related experience.
- OR High School Diploma and four (4) years work related experience.

WORK ENVIRONMENT:

1. This job is operated in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photo copiers, filing cabinets, and fax machines.
2. Full-time position. Work hours are Monday through Thursday; 7:00 am to 6:00 pm. Incumbent is subject to preemployment and annual background checks. Requires some travel.

PHYSICAL DEMANDS:

- The employee is required to regularly sit, use hands and fingers, reach with hands and arms and talk or hear.

AAP/EEO STATEMENT

- ZHA provides Equal Employment Opportunity (EEO) and complies with the Americans with Disabilities Act (ADA), and Age Discrimination in Employment Act (ADEA). ZHA Provides preference for Zuni Tribal Members, Native American and Veterans of the United States Military.

APPLICATION INSTRUCTIONS: (Please do not remove job posting).

An employee interested in applying must complete the one-page Job Interest Form and submit it to the Human Resources Department before the closing date.