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Homes. People. Partnerships. Good. www.homesforgood.org

Homes for Good is seeking an Accounting Technician to join our team!

ACCOUNTING TECHNICIAN

POSTING # 11.06.2026

SALARY: $23.68 to $31.76 per hour ($49,254.40 to $66,060.80 per year)

WHO WE ARE

Homes for Good Housing Agency is a high performing public housing authority located in Eugene Oregon, servicing all of Lane County (4,600 sq. miles). The Agency's primary work is to help low-income Lane County residents access and maintain affordable housing.

Homes for Good has been and will continue to implement a workplace culture change that includes increased emphasis on racial justice, customer service, quality control, and compliance. Homes for Good is passionate about providing employees opportunities to maximize career growth while experiencing the personal satisfaction of working for a mission driven organization.

At Homes for Good, employees are supported and empowered by a collaborative culture that shapes how we work together with the common goal of providing essential housing services throughout Lane County.

Homes for Good is an equal opportunity employer, committed to Diversity, Equity & Inclusion throughout our organization and within our hiring and promotional practices. We endeavor to hire a workforce that is representative of the communities we serve, with an understanding that a diverse and inclusive staff will strengthen our Agency. All applicants will receive consideration for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity or national origin.

OUR FINANCE TEAM

Our Accounting & Finance Team is comprised of highly skilled professionals who are responsible for tracking and managing Homes for Good's financial resources. This includes recording all financial transactions, preparing financial statements, and reporting financial information to the Executive Director and other leaders. The team also plays a key role in ensuring that the organization complies with applicable financial regulations, funding requirements and best practices.

WHAT YOU WILL DO FOR OUR TEAM

The Accounting Technician performs a variety of technical accounting duties involving financial record keeping and processing of transactions including maintaining accurate documentation, reconciling accounts, preparing invoices, monitoring balances, and assisting with reporting and audits.

DUTIES:

These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Prepare and transmit ACH and manual check transactions.
- Participate in the posting, balancing and reconciliation of various ledgers and accounts; post accounts payable and receivable to ledgers and balance accounts.
- Prepare journal vouchers for the general ledger.
- Maintain and update accounts receivable, and related financial records; examine and verify documents; prepare disbursements.
- Compile data and prepare a variety of financial reports and records for the Agency, auditors, and other outside organizations upon request.
- Prepare, log and file reports and data; maintain files, source documents and related data.
- Verify data from reports; check for accuracy; initiate corrections as necessary.
- Prepare bank deposits for payments; contact bank regarding stop payments, lost checks, and other financial matters.
- Process purchase orders and verify invoices prior to initiating disbursements.
- Prepare accounts receivable records in compliance with State & Federal laws including tax reports, unclaimed property, backup withholdings and garnishments; process invoices for payment to vendors and contractors; enter data to pay vendors; issue checks to vendors and contractors.
- Cross train and act as back-up for other finance department staff when necessary.
- Perform related duties as assigned.

WHAT WE ARE LOOKING FOR

We are interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you meet key qualifications for the job, and believe you would be the best fit, we encourage you to apply.

Please use your cover letter to explain how you will accomplish parts of the job for which you have less experience. If you are unsure whether you meet the qualifications of this position, please feel free to contact us at hr@homesforgood.org.

EXPERIENCE & TRAINING GUIDELINES:

Any combination of experience and training that would provide the knowledge, skills, and abilities to perform the job is sufficient. Typical combinations of training and experience would be:

IDEAL QUALIFICATIONS:

The candidate will likely have knowledge and experience in the following areas:

- Basic principles of double entry accounting; principles and practices of financial record keeping.
- Modern office methods, practices, procedures and accounting software. Computer equipment and specific software applications for processing of accounts receivables.
- Pertinent State and Federal laws, rules and regulations related to contracts, policies and procedures that pertain to accounts receivable.
- Learn, understand, and apply policies and procedures relating to housing assistance and community services programs.
- Accurately maintain records and files and prepare financial records. Assemble dates, generate and prepare reports, and analyze data.

- Establish and maintain effective working relationships with employees, other agencies, and the public.
- Utilize online banking technology.
- Recognize the value of individual and cultural differences and create a work environment where individual differences are valued.

EXPERIENCE:
Two (2) years of clerical accounting experience including financial record keeping responsibilities and/or two (2) years of receivables experience. Experience in grant funding recordkeeping and maintenance not required but would be helpful for this role.

TRAINING:
Equivalent to the completion of the 12th grade. College level coursework in accounting is great, but not required.

SUBSTITUTION:
Any combination of experience and education on a year for year basis up to a maximum of four years of responsible accounting and/or administrative experience may be substituted for the education required provided that the knowledge, skills, and abilities to perform the work has been demonstrated.

LICENSE OR CERTIFICATE:
This position has no license or certification requirements upon hire.

WHAT'S IN IT FOR YOU?

COMPENSATION: The pay range for this position **$23.68 to $31.76 per hour ($49,254.40 to $66,060.80 per year)** with a generous benefits package which includes paid health, dental and vision insurance for you and your family after one month of employment, along with life insurance and a 12% contribution of your monthly salary into a retirement account after 6 months of employment.

Homes for Good offers a family friendly environment with flexible scheduling options, generous paid time off (PTO) program starting at 17.33 hours per month and paid family leave.

WE'RE THRILLED THAT YOU ARE CONSIDERING APPLYING FOR THIS POSITION!

PLEASE READ THE DETAILS BELOW FOR INSTRUCTIONS ON HOW TO APPLY FOR THE ROLE

APPLICATION PROCEDURE:

Click here to complete an online application.

POSTING DATE: Friday, November 6, 2026
CLOSING DATE: Friday, November 20, 2026

This position is represented by AFSCME Local 3267.

Note: *This is an equal opportunity employer and complies with State and Federal laws and regulations relating to the 1973 Rehabilitation Act, Section 504, and the 1990 Americans with Disabilities Act (ADA) and the 2009 Americans with Disabilities Act Amendment (ADAA). Homes for Good does not discriminate on the basis of disability status in the admission or access to its federally assisted programs or activities. Entrance Requirements: Homes for Good will establish or revise the entrance requirements of this position in order to provide a reasonable accommodation for a disability if doing so does not impose an undue hardship on the operation of the program. A reasonable accommodation may include, depending on the nature of the job duties, waiving the requirements for a physical examination and/or the requirement to possess or obtain a driver's license. It shall be the policy of Homes for Good to assist and encourage the employment of persons with disabilities who are able and qualified to perform the work for which they have made application.*

Disclaimer: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. This position specification is not an employment agreement or contract. Homes for Good has the exclusive right to alter this position specification at any time, without notice. This position specification is not an employment agreement or contract. Homes for Good has the exclusive right to alter this position specification at any time, without notice.