



## Department of Housing and Community Development

### NOTIFICATION OF VACANCY

**VIDA Account Specialist  
(Financial Services Specialist I)**

**POSITION #P0031**

**LOCATION:**

**DHCD  
600 E. Main Street  
Richmond, VA 23219**

**HIRING RANGE:**

**\$15.00 - \$25.00 hourly**

#### **DUTIES AND RESPONSIBILITIES:**

The Virginia Department of Housing and Community Development (DHCD) is seeking a detail and customer oriented individual to provide program support to the Virginia Individual Development Accounts (VIDA) program. Duties will include ensuring new VIDA accounts are correctly established and entered in the industry database; generating letters to account holders; reviewing VIDA saver applications for completeness and eligibility; providing technical information to individuals on program procedures and policies; correctly calculating and processing withdrawal requests; calculating administrative fund charges; and responding to customer inquiries. Position is a part-time hourly position limited to 1500 in a year. Position is not eligible for state benefits.

#### **QUALIFICATIONS GUIDE:**

Experience analyzing technical financial information to reach logical and legally sound conclusions. Individual should be detail oriented, have the ability to use sound judgment, skill in critical thinking, and to work independently, strong proofreading and math ability. Effective communication skills both orally and in writing. Demonstrated ability and skill using Word and Excel software, including mail merges and macros. Experience providing excellent customer service and technical assistance. Bookkeeping experience strongly desired. Experience working in banking industry helpful. Some college or university training in accounting, public administration or related field preferred. Knowledge of state fiscal policies helpful. Some overnight travel may be required

***TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ON-LINE EMPLOYMENT SYSTEM <https://jobs.agencies.virginia.gov> by Friday, October 16, 2009 5:00 p.m. EST.***

***For additional information please contact our Human Resource Office, at (804) 371-7000***

***An Equal Opportunity Employer***

***Women, Minorities, Veterans and people with disabilities are encouraged to apply. Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process.***