

Butler Metropolitan Housing Authority is accepting applications for the position of Procurement/Budget Assistant.

Responsible for the day-to-day activities related to CFP Budgets, and Records retention. Responsible for the Procurement of Authority contracts, supplies, materials and equipment (non-development, modernization related services.)

**QUALIFICATIONS:**

Associates in Business or two (2) years to five (5) years of accounts payable and budget experience plus experience in purchasing or contracting of services, supplies, materials and equipment.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Must be bondable. Must possess a valid State of Ohio driver's license and show evidence of personal vehicle insurance with adequate liability protection.

**ESSENTIAL FUNCTIONS OF THE POSITION:** For purposes of 42 USC 12101.

1. Coordinates with and assists key staff and Accounting Manager in developing CFP Budgets and compiles them for agency-wide annual budget.
2. Responsible for tracking financial status of CFP monthly and providing financial reports.
3. Responsible for maintaining and managing general ledger activities (entering, updating and balancing).
4. Responsible as accounting team leader to assist in day-to-day operations and work- flow of Accounting department.
5. Assists with preparation of financial reports. Prepares and enters monthly JV's for close of books and update batches for monthly close.
6. Monitors invoices and processes check requests for Modernization Fund items.
7. Assists in Record Retention program.
8. Assists Accounting Manager with auditors/fee accountants request and requirements.
9. Demonstrates regular and predictable attendance and follows all BMHA policies and procedures.
10. Assists with reconciliation of bank statements.
11. Reviews and approves specifications for procurements.
12. Prepares bid packages and requests for proposal/qualifications, independent cost estimates for all procurements and determines method of procurement.
13. Prepare legal notices and receives all pertinent information relating to public bids as well as oversee the opening and public reading of bids and evaluation of qualifications and proposals.
14. Receives and analyzes quotations and bids for price and consistency with specifications.
15. Prepares contracts and recommends the award of contracts.
16. Reviews and approves small purchase requisition, confers with sales, vendor and manufacturing representatives on current contracts.
17. Prepares and distributes procurement tracking report as required.
18. Prepares Annual Procurement plan in cooperation with necessary personnel.
19. Recommends and revises (updates) detailed procurement procedures as needed.
20. Assists in dispute resolution process.
21. Makes recommendations to BMHA general counsel concerning enforcement of contract rights.
22. Monitors warranties on materials purchased.
23. Assists HR with maintaining Section 3 database.

24. Provides technical assistance to other staff members on developing specifications.
25. Assists with I.T./telephone system issues as needed.
26. Assists with PHAS reporting required.
27. Monitors Wage and Hour compliance. Ensures timely submission of reports, for approval by Accounting Manager.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Attends workshops or seminars related to duties performed.
2. Performs other duties as assigned by supervisor.

**MINIMUM ACCEPTABLE CHARACTERISTICS:** necessary to perform duties (\*indicates development after employment)

**KNOWLEDGE OF:**

Applicable state and federal statutes; HUD regulations, policies and procedures; bookkeeping; budgeting; financing; inventory control; purchasing; computer programming; data processing techniques and procedures; public relations; records management; office management; MS Office; MS Windows.

**ABILITY TO:**

Perform duties in a normal office environment; understand, interpret and apply laws, rules or regulations to specific situations; determine material and equipment needs; calculate statistics; train or instruct others; write clear and concise specifications; understand technical manuals and/or verbal instructions; gather, collate and classify information; maintain records according to established procedures; develop and maintain effective working relationships; operate modern equipment; handle confidential information with tact and discretion.

**Starting salary - \$38,958.40 annually.**

Butler Metropolitan Housing Authority offers Medical, Dental, Vision and Life insurance coverage, discount YMCA membership; paid vacation, sick and personal time; participation into the Ohio Public Employees Retirement System; Ohio Deferred Compensation program; 11 paid holidays per year.

Applicants may apply via fax 513.896.9381, email to [mveal@butlermetro.org](mailto:mveal@butlermetro.org); website [www.butlermetro.org](http://www.butlermetro.org); mail or in person to the address listed below.

Butler Metro Housing Authority  
Attn: Human Resources Director  
4110 Hamilton-Middletown Rd  
Hamilton, OH 45011-6218

**NO PHONE CALLS WILL BE ACCEPTED**  
**BMHA is Equal Opportunity Employer**  
**(minorities and veterans are strongly urged to apply)**