

Job Opportunity - Butler Metropolitan Housing Authority
PAYROLL CLERK/ADMINISTRATIVE ASSISTANT

JOB SUMMARY:

Responsible for performing administrative duties including the preparation of payroll. The position will provide administrative duties for the Executive Staff. Additionally, this position will be responsible for administrative tasks associated with the BMHA Board.

QUALIFICATIONS:

High school diploma or equivalent with vocational or technical training in office practices and procedures and three (3) to five (5) years of administrative experience.

LICENSURE OR CERTIFICATION REQUIREMENTS:

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:

1. Process payroll and maintains reports
2. Sets up new employees with benefit package; completes necessary forms and mails.
3. Processes payables for the HR Department.
4. Processes PERS reports in absence of HR Director
5. Maintains employee benefits status sheets, tracks hours of vacation, sick time, personal days
6. Maintains and verifies personnel information including employee licenses, vehicle insurance, etc
7. Performs administrative and related services as assigned
8. Attends all Commission meetings, serves as recording secretary for Board of Commissions
9. Types and distributes Board minutes and resolutions and maintains related records
10. Collects, organizes and emails material needed for Board meetings as well Commissioner packets
11. Responsible for posting legal notices as required
12. Prepares Authority correspondence and maintains related files
13. Oversees mail distribution

Benefit package includes: Medical, Dental, Vision and Life, discount YMCA membership; paid vacation, sick and personal time; Ohio Public Employees Retirement System; Ohio Deferred Compensation program; 11 paid holidays per year.

Salary range - \$52,000- \$58,000 annually

Applicants may apply via fax 513.896.9381, email to mveal@butlermetro.org; website 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

Minorities, women and veterans are strongly urged to apply

NO PHONE CALLS WILL BE ACCEPTED

BMHA is Equal Opportunity Employer