

Job Opportunity - Butler Metropolitan Housing Authority Procurement/Budget Assistant

Job Summary

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.) Coordinates with and assists key staff and Accounting Manager in developing CFP Budgets and compiles them for agency-wide annual budget and tracking financial status of CFP monthly and providing financial reports. Monitors Wage and Hour compliance.

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.

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.

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

Salary range - \$40,934.40- \$45,385.60 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 and veterans are strongly urged to apply

**NO PHONE CALLS WILL BE ACCEPTED
BMHA is Equal Opportunity Employer**