

Clerical

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.) 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.

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.

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.

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

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: M. Veal
4110 Hamilton-Middletown Rd
Hamilton, OH 45011-6218

No phone calls will be accepted.

BMHA is EOE