

The Housing Authority of the City of Springdale is seeking qualified candidates to fill the position of

FINANCIAL SPECIALIST

Starting Salary \$15.60/Hour plus benefits.

POSITION SUMMARY:

Responsible for day to day work involved in planning, coordination and management of Housing Authority's Financial Programs. Work is performed with independence of actions based on specific guidelines set by the Housing Authority. This is the entry level position. Duties include, but are not limited to: Completes financial functions including Inventory, monthly Accounts Payable and receivable for all programs. Payroll functions including state and federal payroll taxes, 1099's and W-2's. Maintain Insurance records, and HUD PIC system reporting and records, Voucher Management System reporting and records, HOME and Billing functions for portability. Month end and year end reporting and annual auditing functions. Perform Quality Control for Rental Assistance and Public Housing Programs. Performs periodic inspections. Other duties as assigned. (2) years related experience or training preferred. High School diploma required. Bi-lingual a plus. Candidate must be able to acquire industry standard Certifications within one year of employment. Must possess a valid Arkansas Driver's License. Criminal background checks and drug testing will be administered. Springdale Housing Authority is an Equal Opportunity/Affirmative Action Employer.

TO APPLY: Qualified candidates submit a resume and cover letter to include three professional references to #5 Applegate Dr, Springdale, AR 72764 or mail to Springdale Housing Authority Attn: Mary James, Executive Director, PO Box 2085, Springdale, AR 72765
CLOSING DATE: UNTIL FILLED