

**JOB OPPORTUNITY
CINCINNATI METROPOLITAN HOUSING AUTHORITY**

JOB TITLE: ADMINISTRATIVE ASSISTANT	
MINIMUM SALARY: \$NEGOTIABLE	
DEPARTMENT: Development	SECTION: Construction
HOURS OF WORK: 8:00 AM - 4:40 PM	EMPLOYEE UNIT: Exempt
POSTING DATE: July 14, 2010	APPLICATION DEADLINE: Until Position is filled.

SUBMIT APPLICATION TO: **Department of Human Resources
Cincinnati Metropolitan Housing Authority
16 West Central Parkway
Cincinnati, Ohio 45202**

SCOPE: The job requires providing secretarial service to the Development staff, as well as the performance of various accounting and clerical tasks.

ESSENTIAL FUNCTIONS: include, but are not necessarily limited to:

- Maintain records for the NSP2 Consortium.
- Provide supporting documentation for reports.
- Type correspondence statistical reports and budgets.
- Maintain and prepare construction accounting records.
- Review of AIA documents in preparation for payments.
- Compile and submit documentation to Hamilton County for construction expenses.
- Assist in Data Entry and maintenance of files.
- Perform additional duties as assigned.

MINIMUM QUALIFICATIONS:

- Associates degree in Accounting, business management or a related field or an equivalent combination of education and experience.
- At least two years of accounting experience.
- Demonstrated proficiency in word processing applications, preferably Microsoft Word;
- Good working knowledge of electronic spreadsheets, preferably Excel;
- Strong writing skills, with comprehensive knowledge of composition, grammar, punctuation and spelling;
- Demonstrated ability to maintain confidentiality; and
- Strong interpersonal and telephone skills, with a demonstrated ability to manage a variety of assignments simultaneously.

OTHER: The incumbent must possess and maintain a valid driver's license in state of residence, and maintain an insurable driving record under the terms and conditions of the CMHA auto liability policy. The incumbent may have no more than 4 accumulated points in 3 consecutive years.

Note: As a condition of employment at CMHA, you must agree to and pass a drug screen test, criminal background check, and motor vehicle check.