

Clermont Metropolitan Housing Authority (CMHA)

Finance Clerk – Opening in early January

\$16.00 per hour (37.5 hours work week). Medical, Dental & Vision Benefits

CMHA has an opening in our finance department! The ideal candidate will be a team player who has strong organizational and time management skills. This position requires an entry-level knowledge of financial functions and their overall impacts to the public housing sustainability. Responsibilities include proper maintenance and accuracy of accounts and funds maintained by the agency. Assists Finance Director and Finance Specialist with accounting functions and human resources. Assists with annual inventory and procurement. Assists front desk receptionist to greet visitors, answering phone calls, and accepting payments. Must be capable of working with minimal direct supervision, have a valid driver's license with a clean driving record, and be able to pass drug and background check. Send resume to info@ClermontMHA.org or mail to CMHA 65 South Market St. Batavia OH 45103. You may also apply in person. Application available at www.clermontmha.org