



Office Specialist Senior

Job Posted March 25, 2019

Ideal Hire Date: As soon as possible

Job Description

The Grand Forks Housing Authority, provider of affordable housing for Grand Forks County, North Dakota has an immediate opening for a considerate, dependable individual to perform imaging, accounts payable, clerical and related support duties in its Grand Forks office, located within blocks of UND.

This full-time support position requires a strong understanding of accounts payable, data imaging, phone systems, computers and multiple software programs, effective interpersonal skills, and the ability to thrive in a high volume, ever-changing environment. Ability to keep information confidential and work with various populations is key.

Specific responsibilities will include: data entry, scanning, filing, faxing, word processing, answering phones, customer service, entering rents, and general support to office staff. Experience with or knowledge of Yardi software and/or federal assistance programs beneficial but not required.

This position requires 40 hours of work per week between the hours of 8:00 am and 5:00 pm, Monday - Friday. Position will offer access to **full benefits**, including health insurance, sick leave and vacation, life insurance, and additional options as desired. GFHA employs over 70 employees and offers a variety of opportunities for advancement following initial probationary period.

Position Grade: 22

Starting Wage: \$12.85+ Depending on Qualifications.

E-mail résumé and cover letter to gfhajobs@thegfha.org

Desirable candidates will be contacted via e-mail. Deadline for applications is April 4, 2019.