



Office Specialist Senior – Finance

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

The Grand Forks Housing Authority, provider of affordable housing for Grand Forks County, North Dakota has an immediate opening for a Full-Time Office Specialist Senior – Finance position in its Grand Forks office, located within blocks of UND.

The ideal candidate will possess excellent organizational skills, as well as oral and written communication skills. Accuracy, attention to detail, and the ability to prioritize and finish tasks in a timely manner are highly regarded attributes for this position.

SUPERVISION RECEIVED:

Receives supervision from the Finance, IT and HR Manager

ESSENTIAL FUNCTION STATEMENTS--Essential *responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

- Data Entry; journal entries, accounts payable, equipment rental
- Accounts Payable coding
- Data Imaging
- Scanning, faxing
- Vendor statement reconciliation
- Rental receipts

QUALIFICATIONS (Knowledge, Skills and Abilities):

- Proficient with personal computers including Microsoft Office Suite (Excel, Powerpoint, Word)
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships with those contacted in the course of work
- Be organized, self-motivated, take pride in their workmanship, and have excellent time management skills.
- Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities



- Maintaining a physical condition necessary for sitting and/or standing for prolonged periods of time
- Previous computerized accounting software experience preferred, Yardi software a plus.
- Good math skills and attention to detail
- Must have good organizational skills

Abilities: Interact with people of varying social, economic and ethnic background; Prepare clear and concise reports; Operate and use general office equipment.

- High School Diploma or GED.
- Minimum one year clerical experience in financial field.
- North Dakota driver's license with a clean driving record.

Salary Range: 22

- Starting Wage: \$12.85+ depending on Qualifications.
- Required 40 hours of work per week between the hours of 8:00 am and 5:00 pm, Monday-Friday.
- Position offers access to full-time benefits, including Health Insurance, Health Savings Account, sick and vacation leave, holiday pay, life insurance, and other optional plans.

Letters of Interest and Resumes will be accepted until position is filled and should be submitted to: gfhajobs@thegfha.org