



EMPLOYMENT OPPORTUNITY

FINANCE SPECIALIST (TEMP)

The Housing Authority of the Fulton County (HAFC) seeks an experienced individual to serve as a temporary Finance Specialist. This individual will perform various duties pertaining to reconciling, reviewing and collecting delinquent accountants of the HAFC. Candidate should have some collections experience or a familiarity with collections procedures. **Temporary assignment is for a minimum of one (1) year.**

Qualifications: An Associate's Degree in Business Administration, Accounting or closely related field; considerable work experience in collections and knowledge of collection procedures; or some equivalent combination of education and experience. The ideal candidate must have excellent administrative skills, be proficient in MS Office, have strong organizational skills and be detail-oriented. Basic understanding of GAAP accounting is preferred. Candidate must be able to handle multiple tasks and a prioritized workload. Excellent interpersonal, verbal & written skills; proven ability to work w/ confidential matters are also necessary. **THIS IS A TEMPORARY POSITION WITH NO PAID BENEFITS.** **Salary ranges from \$10.00 to \$12.00 per hour.** The salary is negotiable based upon experience. All interested, qualified applicants should submit a resume, a **minimum of three professional references, salary history, and salary requirement** and such other information that will address the above expectations to: jobs01@hafc.org. *Please list job title in subject line.* Position will remain open until filled. **ELECTRONIC SUBMISSIONS ONLY WILL BE CONSIDERED.** *No phone calls please.*

The Housing Authority of Fulton County is an equal opportunity employer and does not discriminate on the basis of race, color, gender, sexual orientation, political or religious affiliation, age, veteran status, or disability in its employment practices or in the provision of services.
