



ACCOUNTING ASSISTANT

Under the supervision of the Finance Director, this employee is responsible for performing a variety of tasks as they relate to Section 8 Housing Choice Voucher portability activity including all required forms, receipts and deposits, collections, records maintenance and other related financial tasks as required.

Associate Degree in Business Administration, Accounting or closely related field; considerable work experience in the preparation and maintenance of financial records; or some equivalent combination of education and experience.

A combination of education and appropriate experience will be given consideration. Salary to be determined accordingly. A full position description is available on the agency's website www.hafc.org.

Interested applicants must submit a cover letter of interest and resume to jobs07@hafc.org

Position is open until filled. No faxes, please. EOE.

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