



HUDSON HOUSING AUTHORITY

8 Brigham Circle
Hudson, MA 01749
Tele. No. (978) 562-9268
Fax No. (978) 562-4623

Advertisement for BOOKKEEPER / ADMINISTRATIVE ASSISTANT Hudson Housing Authority (HHA), MA

Hudson Housing Authority is seeking resumes from qualified individuals to fill the F/T position of Bookkeeper/Administrative Assistant. Performs varying duties including but not limited to: accounts payable, tenant accounts receivable and rent collection procedures, payroll, employee benefits processing, housing programs waitlist management, and various administrative assistant duties such as answering telephones and assisting individuals at the front desk. Must be detail oriented, highly organized, and possess high level of proficiency in typing skills, computer and word processing, and data management. Strong interpersonal and communication skills and ability to professionally handle tough situations with clientele from varying socio-economic backgrounds is required. Knowledge of federal and state housing regulations and/or procurement is desirable. Associate's degree preferred; high school diploma or equivalent required. Complete job description available at www.hudsonhousing.org or upon request. Full-time, 37.5 hour/week position. Excellent benefits, competitive pay. Subject to CORI.

Send resumes to Jaclyn A. Beaulieu, Executive Director, Hudson Housing Authority, 8 Brigham Circle, Hudson, MA 01749 or email to jaclynp@hudsonhousing.org. No phone calls. EOE/AE. HHA provides preference to Section 3 applicants. Position will remain open until filled.

09/2020