

**JOB OPPORTUNITY
CINCINNATI METROPOLITAN HOUSING AUTHORITY**

JOB TITLE: EXECUTIVE ASSISTANT (DEPUTY EXECUTIVE DIRECTOR/COO)	
MINIMUM SALARY: NEGOTIABLE	
DEPARTMENT: EXECUTIVE OFFICE	SECTION: EXECUTIVE OFFICE
HOURS OF WORK: 8:00 AM - 4:40 PM	BARGAINING UNIT: EXEMPT
POSTING DATE: January 25, 2012	APPLICATION DEADLINE: Until the position is filled

SCOPE: This job requires providing administrative support for the Deputy Executive Director/COO, as well as the performance of various accounting and clerical tasks.

ESSENTIAL FUNCTIONS: include, but are not necessarily limited to:

- Complete projects and special assignments by establishing objectives; determining priorities; managing time; gaining cooperation of others; monitoring progress; problem-solving; making adjustments to plans;
- Maintain Deputy Executive Director/COO's schedule and appointments; communicating priorities and deadlines; establish and maintain the Deputy Executive Director/COO's records and files;
- Prepare reports, financial data, statistical reports, budgets, and routine correspondence, memos, and power point presentations; distribute memos, correspondences, and directives to appropriate staff.
- Receive and screen telephone calls and visitors; open and route mail; maintain contact lists; operate various office equipment;
- Arrange travel and meeting arrangements for the Deputy Executive Director/COO; and travel arrangements for CMHA personnel attending trainings, seminars, conferences, conventions, etc.;
- Provide systematic records of Accounts Receivable and employee travel accounts;
- Prepare month end journal entries and periodic (monthly, quarterly, annual) financial reports;
- Maintain a record of investments and make bank deposits; and
- Perform additional duties as assigned.

MINIMUM QUALIFICATIONS:

- Associate degree in Accounting, business management or a related field or an equivalent combination of education and experience;
- At least two (2) years of accounting experience;
- Excellent interpersonal skills, project coordination experience, and the ability to work well with all levels of internal management and staff, as well as external clients and vendors;
- Must have the ability to manage a variety of assignments simultaneously.
- Excellent writing skills with a comprehensive knowledge of composition, grammar, punctuation and spelling;
- Demonstrated ability to maintain confidentiality. and
- Demonstrated knowledge of PC-based software applications (Microsoft Word, Excel and GroupWise); strong computer and internet research skills.

OTHER: The candidate must possess and maintain a valid driver's license in state of residence, and maintain an insurable driving record under the terms and conditions of the CMHA auto liability policy. The candidate may have no more than 4 accumulated points in 3 consecutive years.

Note: As a condition of employment at CMHA, you must agree to and pass a drug screen test, criminal background check, and motor vehicle check.

Equal Opportunity Employer/ Equal Housing Opportunities