

BROCKTON HOUSING AUTHORITY
Accounts Receivable Bookkeeping Clerk

The Brockton Housing Authority is presently has an open position of Accounts Receivable Bookkeeping Clerk in the Finance Department. A cover letter and resume are required and should be mailed or delivered to the Director of Human Resources, Brockton Housing Authority, 45 Goddard Road, P.O. Box 7070, Brockton, MA 02303. The position will remain open until filled. A full job description can be found at www.brocktonhousingauthority.com.

Nature of Work: This is a responsible clerical position involving general accounts receivable duties including but not limited to interacting with tenants and other housing authorities, data-entry, filing, word processing, typing, posting, mathematical calculations, and the preparation of reports

Qualifications: Bachelor's Degree preferred with concentration in Business. Demonstrated experience in accounts receivable acceptable. Demonstrated knowledge of personal computer and Microsoft applications including word processing, database, spreadsheet applications, email, internet, etc. Demonstrated knowledge of basic bookkeeping and arithmetic and ability to make computations with speed and accuracy. Ability to understand oral and written instructions. Ability to communicate in a courteous, efficient and professional manner with employees and the general public. Ability to make work decisions in accordance with rules, regulation, policies and procedures, some knowledge of principles of office management. Ability to establish and maintain effective working relationships with supervisors, persons in other offices, agencies, and the general public.

Starting Salary: \$ 43,312 with excellent benefits

The Brockton Housing Authority is an Equal Opportunity Employer