

SPRINGFIELD HOUSING AUTHORITY
200 North Eleventh Street
Springfield, IL 62703

Position Vacancy

The Springfield Housing Authority is currently accepting applications/resumes for the following position:

BUDGET MANAGER

Full-Time Position/Salary Range: Negotiable

EDUCATION & EXPERIENCE:

Bachelor's degree in Business Administration with an emphasis in accounting from an accredited college or university. Four (4) years experience directly responsible for preparing, monitoring and reconciling governmental and/or construction budgets; experience with automated integrated financial management data system; preparing monthly financial board reports; excellent skill level in Microsoft Excel and other computer skills.

DUTIES & RESPONSIBILITIES:

Responsible for the monitoring of all financial aspects of budgets and grant funds for the Springfield Housing Authority and any subsidiary or closely associated not-for-profit budgets or grant funds; development of conventional and section 8 budgets; retaining records and independent schedules to the corresponding general ledgers for budgets and grant funds; responsible for processing required U.S. Department of Housing and Urban Development (HUD) monthly, quarterly, and annual reports and routine/non-routine special reports to HUD; responsible for analyzing and explaining budget matters to public accountants, cost auditor, HUD officials and any agency coordinating audit and/or management review activities; developing and/or assisting in the preparation of all budgets and in the preparation of all grants.

APPLICATIONS SHOULD BE FORWARDED TO:

Springfield Housing Authority
Department of Human Resources
200 N. Eleventh Street
Springfield, IL 62703

Employment Applications are Available on the SHA Website:

www.springfieldhousingauthority.org and by clicking on the link below
<https://Secure.YourPayrollHR.com/ta/TPCA435.jobs?ApplyToJob=167992197>

Internal candidates should use their TruPay login, Our Company, Search For Jobs, View Selected Jobs, Apply For This Job

Posting Dates: 9/21/2018 – 9/31/2018

This position will remain open until filled

County Residency Required Within One Year of Employment
The Springfield Housing Authority is an Equal Opportunity Employer