

Administrative Assistant/Finance Manager reports to the Executive Director of Chadron Housing Authority. Must comply with all Federal, State and Local regulations and acts as Secretary to the Authority Board of Commissioners.

Qualifications: Must submit to and pass a criminal background check; Must be bondable; Must have a minimum of two years' college education or two years' experience at a Housing Authority; Must be able to keep all Housing Authority matters confidential; Must have a valid Nebraska drivers' license and own transportation available; Must not show or practice discrimination in any manner; Must become proficient in 2 different Housing Software programs.

Benefits include: Holidays, Vacation/Sick Leave.

Applications will be accepted through July 31, 2017 and may be obtained at Chadron Housing Authority, 740 Pine Street, Chadron, NE.