

Financial Clerk/Bookkeeper at the Batavia Housing Authority

The Batavia Housing Authority is seeking a positive, experienced teammate to perform a variety of financial tasks. The Financial Clerk/Bookkeeper directly oversees the accounts payable and receivable processes, provides support for payroll and benefits reporting and records and makes bank deposits. The position is a part of an office team and will be a part of customer service at times, answering phones and talking to residents and community members in person. Experience using QuickBooks would be very helpful.

Part-time and flexible, between 10 and 20 hours per week

Pay Range: \$20.00 - \$25.00 per hour

Non-competitive Civil Service position

Anticipated start date: October/November, 2024

Application deadline: October 22, 2024

See full job description at: <https://www.geneseeny.gov/Government/Employment/Job-Specifications/Job-Specifications-F>

Contact Information

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Executive Director

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Location: Batavia

