



## **FINANCE ASSISTANT**

The Edinburg Housing Authority (EHA) is seeking a highly responsible and professional individual for the position of Finance Assistant who has experience and knowledge of Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB), budgeting, planning, and organizing. The Finance Assistant works directly with the Director of Finance as a supporting role to administer the fiscal operations and activities of the Edinburg Housing Authority, the Agency's owned and/or managed properties, non-profit including the day-to-day financial operations; asset and debt management; and maintaining and controlling an accounting system that properly reflects the financial position of the Edinburg Housing Authority and its non-profits alike.

This position requires a bachelor's degree in Accounting, Finance, Business Administration, or a related field from an accredited college or university; with a minimum of at least two (2) years of accounting or finance experience and experience with procurement processes in Public Housing, Public Sector or similarly related field.

Other eligibility requirements will apply. Interested candidates can obtain a [complete employment packet](#) with

- EHA Job Application.
- Job Description and Duties and Responsibilities.
- EHA Programs Information.
- Deadline: Until position is filled.

By emailing Ms. Andrea Iglesias, Administrative Secretary, at [aiglesias@edinburgha.org](mailto:aiglesias@edinburgha.org), or pick up in person at Edinburg Housing Authority 910 S. Sugar Road Edinburg, TX 78539, (956) 383-3839 ext. 120.

*The Edinburg Housing Authority is an Equal Opportunity Agency.*