

**Job Title: Administrative Assistant- November 2025**

**Job Summary:** This is an administrative position responsible for daily operations of the McDonough Housing Authority (MHA) to ensure organizational effectiveness and efficiency and follow policies and procedures in accordance with the Department of Housing and Urban Development (HUD). Reports directly to the Executive Director.

**Major Duties:**

- Oversees the day-to-day administrative operations of the housing authority;
- Coordinate all fiduciary activities to ensure timely, effective financial operations of the agency in compliance with HUD procurement and accounting rules and regulations;
- Designs and implements operational policies and procedures; provides input in developing strategies to ensure that MHA properties provide attractive housing options while delivering necessary services within established budget parameters;
- Ensure timely and accurate preparation and submission of financial statements, schedules and reports and review financial statements to and from fee accountant, as well as for scheduled financial audits;
- Maintains computerized work order management system; processes work order requests in conjunction with Property Manager, coordinates with Maintenance Supervisor to ensure timely completion of work orders and closes out completed work orders in conjunction with Property Manager and Maintenance Supervisor;
- Order supplies for administration and maintenance departments;
- Processes claims for worker's compensation and liability insurance; coordinates with Executive Director to implement worker safety programs and safety policies;
- Processes payroll and accounts payable/receivable; prepares timesheets, reconciles records and troubleshoots payment processing errors;
- Verifies invoices for payments, generates payments and obtains signature of approval for expenditures; communicates with vendors and contractors to answer general questions and resolve particular issues regarding invoices and payments;
- Maintains office records, inventory and equipment; designs and manages a secure filing system; clearly defines record retention policy and procedures;
- Answers telephone and responds to in-person inquiries regarding MHA services and facilities; processed residential applications;
- Maintains inventory of various office and maintenance supplies; assesses supply price points from a variety of vendors; procures additional supply as necessary;

**Additional Essential Job Functions**

- Acts as assistant to the Executive Director in all administrative matters regarding Authority's business and acts for the Executive Director in his/her absence with advisement of the Director or Board of Commissioners;
- Attend board meetings and prepare minutes;
- Assists the Executive Director directly in the administration of personnel policy and associated matters;

- Assists the Executive Director in the coordination of efforts both within the Housing Management operations and among other operations of the authority;
- Performs all payroll functions to include taxes;
- Processes all accounts payables;
- Responsible for procurement of office supplies, materials and equipment;
- Types and maintains requested files for the Executive Director;
- Performs all related duties as required.

**Knowledge Required by the Position:**

- Knowledge of, or ability to learn, public housing management practices and procedures
- Knowledge of, or ability to learn the policies, procedures and guidelines regarding public housing to ensure compliance with federal, state and local rules and regulations
- Knowledge of modern financial principles and practices related to public accounting
- Knowledge of modern office practices, methods, and equipment and standard clerical procedures
- Skill in using a variety of computer programs and modern office equipment for administrative and reporting functions
- Excellent customer service skills
- Effective written and oral communication skills
- Ability to organize data and compile clear, concise reports
- Ability to interact effectively with a variety of individuals and groups from varying backgrounds to include listening, sensitivity, tact and courtesy, projecting a positive image of the MHA as needed as to resolve conflicts, provide/gather information, gain the cooperation of others and accomplish work objectives
- Ability to handle several projects simultaneously
- Ability to understand and follow quickly and accurately oral and written instructions
- Ability to prepare clear and concise reports and maintain accurate records
- Ability to maintain alphabetical and chronological files
- Ability to work independently without specific instructions
- Ability to establish and maintain effective working relationships with other employees, MHA residents, representatives of HUD and other agencies and the general public
- Ability to learn, understand and apply the concepts, practices and procedures of a public housing authority

**Supervisory Control:** Work is performed under the direct supervision of the Executive Director.

**Guidelines:** Guidelines include MHA policies and procedures, HUD guidelines regarding the management and administration of public housing authorities, the Fair Housing Act and other applicable federal, state and local regulations.

**Complexity:** The work consists of a variety of administrative and clerical duties.

**Personal Contact:** Contacts are typically with current and prospective residents of the housing authority, co-workers, Board members, vendors, other service agencies and the general public.

**Purpose of Contacts:** Contacts typically occur to give and exchange information and provide services.

**Physical Demand:** The work is typically performed with the employee sitting at a desk.

**Work Environment:** The work is typically performed in an office.

**Supervisory and Management Responsibility:** None

**Minimum Qualifications:**

Associate's degree in accounting, business administration or a related field,; or at least three (3) years of experience in public housing accounting and/or finances, human resources, office management, or administrative experience required; or any equivalent combination of education, training and experience which provides the required knowledge and abilities. A valid State of Georgia Driver's License.

McDonough Housing Authority is an EOE.