



Finance Assistant

The San Benito Housing Authority is seeking an individual as a **Finance Assistant** who will be responsible for account payable, budgeting, data entry, and other duties. Candidates should possess the following:

- A High School Diploma or equivalent is required.
- Ability to multitask and prioritize effectively in a fast-paced environment.
- Understanding of basic accounting principles and bookkeeping procedures.
- Strong understanding of mathematical concepts.
- High level of accuracy when handling numbers and financial information
- Proficiency in financial software like Microsoft Excel
- Strong ability to analyze data and identify trends
- Ability to communicate in English and Spanish
- Willingness to perform other duties if necessary
- Valid Driver's License
- 3 months probationary period

Interested individuals may submit applications at:
San Benito Housing Authority
Attn: Human Resources
1400 N. Reagan St. San Benito, TX
8:00 am - 5:00 pm / Monday - Friday

Applications can be found on the SBHA website:
<https://sanbenitohousing.com/employment/>

Equal Opportunity Employer