



## **CDBG/HOME PROGRAM SPECIALIST**

Do you have experience with financial systems? Are your Excel skills top-notch? Do you have a degree in Accounting or Business? Join us! The City of Eau Claire Housing Authority is seeking a CDBG/HOME Program Specialist. The Program Specialist performs technical and accounting functions for the Community Development Block Grant (CDBG) and HOME Program, and other miscellaneous duties for subsidized housing programs. This position deals extensively with federal regulations, writing and preparing grant reports and spreadsheets and providing detailed documentation of programs and accounts, along with various other duties.

### **Requirements:**

- Must possess or obtain (within 30 days of hire) and maintain a valid driver's license
- A minimum of an associate degree in accounting or related field OR a minimum of two years of grant experience
- Knowledge of Microsoft Office Suite and project management software
- Must have effective verbal and written communication skills

### **Preferred Qualifications:**

- Technical or grant writing experience
- Prior experience (2+ years) with HUD or other federal grant programs

**Wage Range:** \$24.45 - \$28.38 per hour, plus excellent fringe benefits! **Application Deadline:** Tuesday, July 9, 2024, at 11:59 p.m. Online application and complete job description available on our website at [www.eauclairewi.gov/jobs](http://www.eauclairewi.gov/jobs).\*

Interviews expected to take place Monday, July 22, 2024. Candidates will be notified via email if selected to interview

Equal Opportunity Employer

Recruitment Snapshot:

<https://www.eauclairewi.gov/home/showdocument?id=45982&t=638550078983803988>

\*Don't have a way to apply online? Contact us at (715) 839-4921 to schedule an appointment and we can assist you!