

The Huntingdon County Planning and Development Department is seeking an Assistant Community Development Administrator.

This position provides financial management for and assists with the administration of the County's Community Development Block Grant (CDBG) program and various other Federal and state grants. Processing invoices for payments through the U.S. Department of HUD's Integrated Disbursement and Information System (IDIS), and maintaining fiscal ledgers and account balances (through Quickbooks, Microsoft Office, i.e., Excel & Word) are essential components of the position.

Minimum qualifications are an Associate Degree in Accounting, Business Management, or similar field and a minimum of four (4) years' experience in a professional office setting, demonstrating fiscal management experience that provides equivalent knowledge, skills and abilities.

The incumbent reports directly to the Planning Director and works closely with the Community Development Administrator and the Office Manager/Secretary, for overall programmatic and financial administration of the CDBG program and other grants.

This is a full time position Monday through Friday 8:30AM-4:30PM, 35 hours per week and includes health insurance and other benefits. The salary range for this position is \$35,000 to \$43,500. The successful candidate's salary will be commensurate with education and experience. **Applications are being accepted until the position is filled.**

For a complete job description and to apply for this position, please visit [www.huntingdoncounty.net](http://www.huntingdoncounty.net) then under quick links click employment opportunities or visit the Huntingdon County Commissioners Office at 233 Penn Street Huntingdon, PA 16652. EOE.