



ERIE METROPOLITAN HOUSING AUTHORITY

322 Warren Street • Sandusky, Ohio 44870
eriemetrohousing.org

JOB POSTING

CITY MEALS COORDINATOR/ACCOUNTING CLERK

Erie County Senior Center (ECSC) and Erie Metropolitan Housing Authority (EMHA) seek a qualified City Meals Coordinator/Accounting Clerk. This is a newly created full-time, split position between ECSC and EMHA. Duties will consist of packing meals for the Meal-on-Wheels Program, organize volunteer routes, scheduling, and documenting. The position will also entail duties in the Accounting Department which may include counting money, payroll, AR/AP, bank reconciliation, and monthly closings. Applicants are required to have a high school diploma or equivalency, valid Ohio Vehicle operator's license, and be insurable under EMHA. This is a full-time position with benefits package. Pre-employment physical, drug screening, and background screening required. Submit resume with cover letter to **ATTN: Executive Director; EMHA; 322 Warren Street; Sandusky, Ohio 44870 (mail), or email to mbahnsen@eriemetrohousing.org**. Resumes will be accepted until filled. No phone calls. EOE