Winchester Housing Authority

80 Chestnut Street, Winsted CT 06098

Senior Housing (860) 379-4573
Fax (860) 379-0430
www.winchesterhousing.org

Equal Housing Opportunity

JOB POSTING

DATE: October 27, 2026

POSITION: Finance/Human Resources

This position is: Part-Time (18 Hours) Monday – Wednesday 8:00am – 2:30pm

Salary Range: $29-$32

PURPOSE:
Under the general supervision of the Executive Director, Direct financial activities of the Winchester Housing Authority to assure accurate financial records are maintained in compliance with Federal, State, City and Winchester Housing Authority requirements. The position is responsible for all operation records, banking accounts, accounts payable, payroll and investment information. Creating and maintaining all general ledgers and producing related accounting and management reports. Responsible for the front window. Answer and Return calls/messages. Prepare financial statements and all other required or requested reports for all State and Federal programs. Assist the Executive Director in the daily operation of the Housing Authority.

MUST HAVE A WORKING KNOWLEDGE IN:

- FINANCE MANAGEMENT
- HUMAN RESOURCES
- FILING
- ABLE TO WORK INDEPENDENTLY
- DETAILED ORIENTATED
- ABLE TO WORK WELL WITH ELDERLY AND HADICAPPED/DISABLED PERSONS AND GENERAL PUBLIC

Note: The description above is illustrative only and does not cover every task, responsibility or work environment condition of the position.

PLEASE SEND YOUR RESUME TO:
WINCHESTER HOUSING AUTHORITY
80 CHESTNUT STREET
WINSTED, CT 06098
ATTENTION: EXECUTIVE DIRECTOR
NO CALLS PLEASE