



Hawaii Public Housing Authority (HPHA)

On behalf of the State of Hawaii and the employees of Hawaii Public Housing Authority (HPHA), we invite the following highly motivated and dedicated professionals to join our team and make a difference!

Budget Resources Specialist

The Fiscal Management Office is seeking a Budget Resources Specialist. This position is responsible for state capital improvement budget, allotment advice, analyzing and reviewing the capital improvement plan based on U.S. Housing & Urban Development (HUD) requirements; prepares and presents a 5-year plan for capital improvements, monitors expenditures against the approved budget and ensures that HPHA is in compliance with HUD policies and procedures.

Minimum Qualification Requirements

Education: Graduation from an accredited four (4) year college or university with a bachelor's degree in Business Administration, Accounting or Public Administration.

Substitution: Excess work experience as described below which provided knowledge, skills and abilities comparable to those acquired in four years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted for Education on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

Experience: Two (2) years of specialized experience in budgeting, other administrative work or public housing program.

The above position is exempt non-civil service position. For more information about HPHA, visit our website at www.hpha.hawaii.gov. HPHA is an equal employment opportunity employer. Continuous recruitment until need is met. For consideration please submit your resume to:

Hawaii Public Housing Authority (HPHA)

**Attn: Personnel
P.O. Box 17907
1002 N. School Street
Honolulu, HI 96817
Or Fax: 832-5979**