



## **Administrative/Fiscal Specialist**

June 18, 2025

Dunn Housing Authority is accepting applications to fill the position of Administrative and Fiscal Specialist.

The Administrative and Fiscal Specialist provides assistance to tenants, applicants, and the public in person and by telephone; answers phone calls; greets visitors and gives basic program information. This position is responsible for various clerical duties including but not limited providing administrative support to the Executive Director and other staff requiring comfortability with computer functions and housing software.

Applicants must have excellent communication and organizational skills. Knowledge of modern office practices and procedures including excellent customer service and phone etiquette is required.

Dunn Housing Authority offers a competitive starting salary of up to \$41,600.00 in addition to an excellent benefits package. For questions, please contact Felicia Chester by phone at 910-892-5076.

**Send a cover letter with a resume and three (3) profesional references by:**

Email to: [fchester@dunnhousing.com](mailto:fchester@dunnhousing.com) with A/F Specialist in the subject line.

US Mail to: **Dunn Housing Authority**, Attn: A/F Specialist,  
PO Box 1028, Dunn NC 28335

A valid driver's license is required. DHA requires all applicants to have a drug screening and background check on file before starting employment.

**\*\*\*Position Open Until Filled\*\*\***

**\*Dunn Housing Authority is an Equal Opportunity Employer\***