

Northern Cheyenne Tribal Housing Authority JOB ANNOUNCEMENT

Job Title: Finance Division Manager

Division: Administration
Classification: Full Time- Permanent
Supervision: Executive Director

Opening Date: January 30, 2023
Closing Date: February 28, 2023
Salary: DOE

Job applications are available at the front desk of the Northern Cheyenne Tribal Housing Authority (NCTHA) Office.

To apply for this position the following documentation is listed below.
(Please note late, faxed or incomplete application will not be considered.)

1. NCT Housing Authority Job Application.
2. A Resume of qualifications.
3. Tribal Enrollment Card or Certified Indian Blood Certificate.
4. Copy of current Driver's license.
5. Current Driving Record - a form is included in the NCTHA application packet with instruction on how to obtain your current driving record. All applicants must obtain their driving record.
6. A signed Drug and Alcohol Screening Consent form.

Primary Function:

This position serves as the main contact for the Northern Cheyenne Tribal Housing Authority (NCTHA) regarding all Finance Division activities. Primary duties include; planning, organizing, directing, monitoring and supervising Finance staff in all areas of Financial responsibilities for the NCTHA. Other duties include the processing of the NCTHA Accounts payable, Payroll and Travel management in an accurate manner and in compliance with the adopted Financial Management Policies and Procedures. The incumbent is directly responsible for the overall, smooth operation of the Finance Division, ensuring that all accounting functions are performed in compliance with all established law, rules, regulations, policies and procedures.

Primary Duties:

1. Provides financial information/reports as requested by staff and outside entities at the direction of the Executive Director.
2. Works directly with independent auditors, fee accountants and consultants in the preparation of the NCTHA annual budget, Audit, Indian Housing Plan, and Annual Performance Report.

3. Works extensively with NCTHA division managers and staff regarding the preparation and tracking of annual operating expenses and project budgets.
4. Develops and updates financial management policies and procedures as needed.
5. Monitors, researches and reports on various financial activities to Staff as required by grants.
6. Responsible for maintaining the NCTHA financial records in accordance with established laws, rules, regulations, policies and procedures.
7. Sets up, monitors and maintains all NCTHA bank accounts and oversees deposits and withdrawals in accordance with the established policies.
8. Reviews, approves and signs, travel vouchers, purchase orders, and checks for disbursement to vendors, contractors, employees, etc.
9. Works closely with the Acquisition Division Manager and Warehouse to insure purchase orders and the ordering process is accurate
10. Utilizes the HUD LOCCS system to draw grant monies to be disbursed on various NCTHA activities and ensures accountability and tracking in accordance with established rules and regulations.
11. Provides in-depth budget/financial analysis and advises the Executive Director, Board of Commissioners and division managers in the described areas.
12. Cross-trains Finance staff in the areas of Accounts Payable, Payroll, Travel and other related areas
13. Assigns duties and monitors workloads with the Finance Division staff to insure accuracy in job duties. Approves leave requests, completes timesheets, performance evaluations of finance division employees. Also recommends pay increases and takes appropriate disciplinary action as necessary in accordance with the NCTHA Personnel Policies.
14. Will keep the Executive Director updated on any and all non-compliance issues that are revealed with regards to the described duties

Knowledge, Skills and Abilities:

1. Knowledge of, and **skill in the application of accounting principles**, techniques and systems applicable to government programs, as well as local, tribal, state and federal laws as they relate to accounting. Working knowledge and understanding of NAHASDA, GAAP, GASB 34, 2 CFR part 200, subpart F. requirements and procedures.
2. Knowledge of sound management techniques.
3. Skill in planning and organizing division activities.
4. Skill in the utilization of personal computers, including accounting, word processing, database and spreadsheet programs.
5. Skill in the application of and troubleshooting of Microsoft programs.
6. Skill in communicating both verbally and in writing.
7. Ability to work independently and to train others in accounting duties.
8. Ability to work with a high degree of accuracy and attention to detail, with frequent interruptions and constantly changing deadlines/priorities.

Minimum Qualifications:

1. Bachelor's degree in Accounting or Business Administration. **Accounting experience may be used to offset the education requirement on a year for year basis.**
2. Five or more years of financial management experience in a governmental organization or Indian housing authority.
3. Must be willing to travel and attend employment related training.

4. At least two years of previous supervisory or senior management experience.
5. Possess a valid Driver's license.

This is a Exempt position

As an Exempt position, this position: Customarily and regularly exercises discretion and independent judgment and performs duties under the general supervision of the Executive Director.

Questions or concerns can be directed to Rodney Trahan, NCTHA Executive Director, at 477-6419.

Rodney Trahan, NCTHA Executive Director

Date