



SANTO DOMINGO TRIBAL HOUSING AUTHORITY

P.O. Box 10, Santo Domingo Pueblo, NM 87052

(505) 465-1003 / (505) 465-1012 (F)

JOB ANNOUNCEMENT

Position Title: Finance Officer
Department: Santo Domingo Tribal Housing Authority
Reports to: Executive Director
Employee Status: Exempt
Salary: Depending on Experience
Opening: May 19, 2022 **Closing:** Open Until Filled

Only complete application packages will be reviewed

JOB SUMMARY:

The Financial Officer is responsible for the efficient direction and evaluation of the Finance Department of the Santo Domingo Tribal Housing Authority, consistent with applicable SDTHA policies and Federal requirements. Finance Officer will be responsible for financial reporting of tax credit projects under management. Responsible for ensuring the coordination and completion of all phases of financial issues of the SDTHA which include general ledger, year-end closing, monthly balancing, equity accounts, investments, and completion of financial documentation and reports. Also, performs other duties as assigned.

DUTIES AND RESPONSIBILITIES:

- Preparing Annual Budget for SDTHA including analysis of prior year activities and projection of current year requirements. Assist with annual preparation of Indian Housing Plan and Annual Performance Report.
- Monitors accounting transactions and records to ensure compliance with GAAP, NAHASDA and other Federal regulations.
- Analyze statements and invoices, check for validity and previously paid invoices, prepare statements, bills, and invoices for payment via computer system and maintain files of bills paid.
- Reviews payroll activities and transactions to ensure compliance with applicable laws and benefit plans. Insures that required payroll reporting is timely and complete.
- Reviews accounts payable transactions to check for accuracy.
- Prepares cash flow projections for monitoring SDTHA receipts and expenses. Ensures that investment recommendations or cash drawdowns are made to maximize use of SDTHA cash.
- Perform General ledger close-out on an annual basis via computer system.
- Responsible for all banking functions including bank reconciliations and investments to equity accounts and replacement reserve accounts. Works with bank representatives on debit/credit card transactions.

- Distributes interest to homebuyer's MEPA accounts and prepares annual equity statements for homebuyers via computer system and works with the Executive Director to ensure accuracy.
- Ensure Executive Director, and SDTHA Managers are kept informed on status of their program budget accounts on a monthly basis. Work with Management Team and Board of Commissioners on a periodic basis to modify budget as required.
- Ensure all required monthly reports are submitted to the Executive Director by the specified deadline to be presented to the Board of Commissioners including budget to actual analysis, check register, investment detail, accounts receivable analysis, audits, IHP and APR, and other financial reports.
- Update or assist in updating SDTHA policies and procedures relating to payroll, finance, purchasing and procurement, capital assets, investments or any other related financial activity.
- Review and assist with procurement including purchase requisitions, purchase orders, subcontracting, sole source documentation and other purchasing activities as required.
- Perform required actions for receipt of funds.
- Conduct staff meetings on a regular basis to maintain and improve communication in the Finance department.
- Prepare all quarterly federal financial reports.
- Record and monitor all financial transactions including necessary financial reports pertaining to IHBG, ICDBG, Healthy Homes, Emergency Rental Assistance, Homeowner Assistance Funds, Low Income Housing Tax Credit, USDA, and any other grant/contracts received by SDTHA.
- Maintain all official accounting records in conformance with Generally Accepted Account Principles.
- Supervise and train assigned personnel, to ensure development of their full work potential.
- Coordinate the annual audit and prepare SDTHA's Annual Financial Report.
- Responsible for "LOCCS" draw system, obtaining signatures and maintaining file system.
- Administration and oversight of financial software

SUPERVISORY RELATIONSHIPS:

The Financial Officer reports to and receives general direction from the Executive Director. He/she is a member of the management team of the SDTHA and therefore may participate freely in the discussion of overall management issues. He/she will show initiative in carrying out assigned duties and responsibilities in a professional and businesslike manner, consistent with SDTHA policies and Federal program requirements. He/she provides team leadership and consistent supervision of all financial functions and staff. Supervises the Accountant and Purchasing Procurement Officer.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Accounting, Finance or related field. **CPA desirable.** 7 years accounting and finance experience, including 5 years supervisory experience. Knowledge of NAHASDA, HUD and Housing Regulations, and Low Income Tax Credit Housing; **OR**

10 years accounting and finance experience within Public and/or Indian Housing, including 3 years supervisory experience.

KNOWLEDGE, SKILLS AND ABILITIES:

- Must be proficient in MIP Fund Accounting system and Housing Data Systems (HDS). Knowledge and use of MS Excel, MS Word, and Outlook on personal computers.
- Must be able to understand applications of regulations, policies, and procedures as it pertains to NAHASDA and tax credit housing, Section 42 of IRS Code.
- Knowledge and experience working under 24 CFR Part 200.
- Knowledge of generally accepted accounting procedures (GAAP).
- Knowledge of standard account systems, filing system, and the HUD accounting system.
- Knowledge of cash management techniques and practices.
- Knowledge of budgeting procedures and multi-funded financing operations.
- Ability to plan, select, train, assign, direct, motivate and effectively utilize the work of subordinate employees.
- Ability to establish and maintain effective working relationships with co-workers, residents, contractors, vendors, the general public, and local, state, and federal officials.
- Ability to plan and manage time effectively.
- Ability to work under pressure.
- Ability to work with little or no supervision.
- Ability to communicate effectively and clearly both verbally and in writing.
- Must be able to handle multiple tasks and complete projects within specified timeframes.

SPECIAL REQUIREMENTS:

Must possess a valid New Mexico State Driver's license and be insurable under the Santo Domingo Tribal Housing Authority Insurance.

Must successfully clear an extensive Criminal Background inquiry and pre-employment drug screen.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee regularly is required to stand; walk; reach with hands and arms above shoulder level. The employee frequently is required to stoop,

kneel, crouch, or crawl. The employee must be able to lift and/or move up to 25 pounds.

WORK ENVIRONMENT:

Work is generally performed in office setting with moderate noise level. Evening, weekend, and/or holiday work may be required from time to time, depending on deadlines. Work may also require deliveries of bank deposits and out of office errands related to the position.

SDTHA Employment Application can be located at: <https://www.sdtha.org/jobs/>

Submit Letter of Application, Resume and SDTHA Employment Application to:

Lorrie Chavez, Interim Executive Director
Santo Domingo Tribal Housing Authority
P.O. Box 10
Santo Domingo Pueblo, NM 87052
lchavez@sdtha.org

Applicants missing any one of the required submittals will not be considered.

Santo Domingo Pueblo/Native Preference Shall Apply