



# San Carlos Housing Authority

Post Office Box 740  
Peridot, AZ 85542  
Phone 928.475.2346  
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Office Hours: 8:00 AM – 4:30 PM Monday-Friday

## JOB ANNOUNCEMENT

POSITION TITLE: Finance Manager

JOB ANNOUNCEMENT: #2024-051

OPENING DATE: 6/27/2024

SALARY: DOE

CLOSING DATE: Open Until Filled

LOCATION: Peridot Office

Job applications are also available at Tufastone and Bylas Sub-offices or can be mailed or emailed upon request.

**Applications are due in the Peridot Office at 4:30 p.m. on the closing date, no exceptions.**

### ESSENTIAL FUNCTIONS:

Under the direct supervision of the Executive Director, the Finance Manager will provide leadership and coordination of the Finance Department. The Finance Manager will provide input and support for the overall vision of San Carlos Housing Authority (SCHA) in close collaboration with the Executive Director. Duties will include general accounting, property accounting, bank account management, tax management, oversight of accounts payable, payroll, procurement, and information technology. The Finance Manager will provide input on fiscal and other policies which will help determine and achieve the long-term objectives and goals of SCHA. The manager will oversee finances of and accounts for Indian Housing Block Grant (IHBG), Indian Community Development Block Grant (ICDBG), COVID-19 Relief Grants, Low-Income Housing Tax Credit (LITHC) projects, Housing Improvement Program, and VASH voucher programs in accordance with applicable federal law, including, but not limited to, the Native American Housing and Self Determination Act (NAHASDA) and its implementing regulations. All financial activities will be coordinated by the Finance Manager and the Finance Staff in collaboration with the Executive Director. Other duties may be assigned at the discretion of the Executive Director.

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

The SCHA is an equal opportunity employer who provides preference in employment to eligible and qualified veterans and Native Americans in compliance with its human resource policy and procedures. The SCHA will grant preference for employment to qualified individuals in the following order:

1. Enrolled members of the San Carlos Apache Tribe with Veterans' Preference.  
Enrolled members must show proof of honorable discharge by submitting a DD-214.
2. Enrolled members of the San Carlos Apache Tribe.
3. Indian spouse or Indian parent of an enrolled member of a federally recognized Tribe or a parent of an enrolled member of a federally recognized Indian tribe.
4. Enrolled members of a federally recognized Indian Tribe.
5. Non-Indian spouse or non-Indian parent of an enrolled member of a federally recognized Tribe.
6. Non-Indian.

The Tribal Preference policy applies to hiring, placement, selection for training, treatment during employment, promotion, transfer, reduction-in-force and lay off.

**DUTIES AND RESPONSIBILITIES:**

- Manages preparation of the annual and monthly budgets and financial projections for the SCHAs programs consisting primarily of homeownership, rental and renovation programs. Prepares and files financial reports for grant compliance. Manages HUD Office of Native American Program's Grants Evaluation and Management System (GEMS) access for SCHAs.
- Develops, implements and maintains an accurate accounting system to insure accurate accounts of funds and compliance with regulations.
- Ensures proper accounting of the expenditure of funds, identifies any financial management deficiencies and develops and implements corrective procedures.
- Provides supervision and support for a centralized accounting system, appropriations and budgetary controls. Coordinates with external auditors to prepare annual financial statements and uploads financial statements to federal audit clearinghouse.
- Conducts performance evaluation of Finance Department staff and makes recommendations for training of staff for effective program development and operations.
- Manages the reconciliation of bank accounts and preparation of payroll and related reports.
- Manages procurement policy and program. Participates in negotiations on contracts and agreements with suppliers, distributors, federal and tribal agencies, and other organizational entities. Oversees vendor compliance with federal vendor registration requirements, e.g., System for Award Management (SAM).
- Interprets and explains accounting policies, rules, regulations and laws to organizations, government, staff and clients.
- Reconciles inventory. Works with maintenance department on inventory controls.
- Provides periodic reports to the Executive Director and Board of Commissioners concerning the financial status of the programs and related matters. Attend and participate in meetings of the Board of Commissioners.
- Prepares correspondence and reports.
- Performs any other duties as assigned.

## **MINIMUM QUALIFICATIONS:**

### **Education/Experience:**

1. Bachelor's degree in finance or accounting plus four (4) years of experience in accounting or finance for a large or public organization or an associate's degree in business or management plus six (6) years of experience in managing the financials of a large or public organization.
2. Certified Public Accountant (CPA) is preferred.
3. Master of Business or Master of Accounting is preferred.
4. Other finance and accounting experience will be considered.

### **Knowledge, Skills and Abilities:**

1. Knowledge of principles and processes for managing accounts payable and accounts receivables.
2. Knowledge of laws, legal codes, court procedures, precedents, government regulations, tribal ordinances and codes and partnership financial requirements.
3. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources principles and coordination of people and resources.
4. Knowledge of economic, accounting principles, banking practices, analysis, and reporting of financial data.
5. Knowledge of proper accounting of multiple funding sources including federal and private funding sources.
6. Knowledge of federal regulations regarding finances, housing, online banking, and data entry programs.
7. Knowledge of federal laws governing public housing on Indian Reservations, i.e. NAHASDA & HUD regulation and other BIA and Low-Income Tax Credit regulations.
8. Skills in analyzing and interpreting financial data.
9. Skill in preparing and presenting financial reports related to budgets, accounts payables, account receivables and expenses.
10. Skill in analyzing complex information to make sound decisions.
11. Ability to interpret financial documents, make suggestions for solutions, communicate with co-workers, leadership, and the public.
12. Ability to supervise several employees and enforce accounting and human resource policies.
13. Ability to navigate the many online platforms that are necessary for the operation of the SCHA.
14. Ability to speak clearly and concisely and interpret, combine, and organize information into meaningful reports and prioritize projects based on a consistent formula.

### **WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:**

1. Work is generally performed in an office environment.
2. Work may require frequent standing, walking and bending.
3. Incumbents may be exposed to repetitive motion and vision to monitor.
4. Incumbents may be required to operate a SCHA-vehicle.
5. Incumbents may be required to travel to various SCHA Project Sites.

**ADDITIONAL REQUIREMENTS:**

1. Must have a valid AZ Driver's License.
2. Must pass a pre-employment drug test.
3. Must submit certified 5-year MVR and be insurable under SCHA vehicle insurance.
4. Must submit college transcripts.
5. Must submit evidence of professional licensure, if applicable.
6. Applicants will be subject to a Federal, State, County, Local and Tribal background check.