



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: #2026-051

OPENING DATE: 01/13/2026

SALARY: Negotiable

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.

DUTIES AND RESPONSIBILITIES:

- Provide strategic direction and oversight for general accounting, property accounting, tax management, bank account management, payroll, procurement, and information technology.

- Develops, implements and maintains an accurate accounting system to insure precise tracking of funds and compliance with all applicable federal, tribal and state regulations, including NAHASDA, HUD and BIA requirements.
- Manage annual and monthly budgets, financial projections, and grant financial reports for compliance.
- Oversee finances 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.
- Develop, implement, and maintain collection policies for delinquent accounts.
- Coordinate with external auditors to prepare annual financial statements and facilitate audit processes.
- Supervise Finance Department staff, conduct performance evaluations, and recommend training for professional growth and effective program operations.
- Lead continuous improvement initiatives for accounting processes, technology upgrades, and financial control
- Supervise and mentor finance staff, identifying training needs and fostering professional growth.
- Oversee reconciliation of bank accounts, payroll processing, and vendor compliance, including System for Award Management (SAM) requirement
- Develop accounting and finance policies and procedures for the organization. Ensure proper segregation of accounting duties. Ensure adequate internal controls are in place for the organization. Ensure managers understand and are held accountable to all accounting and finance policies and procedures.
- Interpret and communicate accounting policies, regulations, and procedures to staff, government agencies, and external partners.
- Manage procurement policies and programs, participate in vendor negotiations, and ensure regulatory adherence.
- Maintain inventory controls in collaboration with the maintenance department.
- Conducts unannounced audits of various accounts and advises on any corrective action for deficiencies
- Prepare and present financial reports to the Executive Director and Board of Commissioners and participate in board meetings as required.
- Draft correspondence, memoranda, and various financial reports as requested.
- Develop an Indirect Cost Proposal and establish an Indirect Cost Rate for the organization.
- Manage insurance programs, ensure adequate coverage, cost-effectiveness, and regulatory compliance by protecting company assets and supporting strategic financial objectives.

- Oversee and evaluate investment and banking activities and coordinate with key internal and external stakeholders. Communicate the overall financial health of the organization and advise on best course of action to maximize financial resources, minimize loss, and manage risk.
- Perform any other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Bachelor's degree in finance or accounting plus four (4) years of experience in accounting or finance for a large or public organization.
2. CPA certification and/or a graduate degree (MBA, Master of Accounting) preferred.
3. Demonstrated knowledge of accounting principles, federal and tribal regulations, banking practices, and grant compliance.
4. Experience with managing federal funding sources and programs.
5. Proficiency in financial data analysis and reporting.
6. Exceptional organizational, supervisory, and communication skills.
7. Ability to navigate various online platforms utilized by SCHA (MIP & Microix).
8. Ability to interpret complex financial documents, offer solutions, and present information effectively to leadership and stakeholders.

Work Environment and Physical Requirements:

- Work primarily performed in an office environment.
- May be required to stand, walk, and bend frequently.
- Required to operate a SCHA vehicle for travel away from the office.
- Occasional travel on SCHA business.

ADDITIONAL REQUIREMENTS:

1. Valid AZ Driver's License and insurable under SCHA vehicle insurance
2. Passing a pre-employment drug test and satisfactory background checks (Federal, State, County, Local, Tribal).
3. Must submit certified 5 year MVR and be insurable under SCHA vehicle insurance
4. Submission of college transcripts and evidence of professional licensure, if applicable.

Indian Preference Policy:

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.