



COLVILLE INDIAN HOUSING AUTHORITY

P.O. BOX 528 • Nespalem, WA 99155

509.634.2160 (f) 509.634.2335

Washington Relay No. for Hearing Impaired 1.800.833.6388

JOB ANNOUNCEMENT

POSITION: Chief Financial Officer
SALARY RANGE: \$75,000 - \$85,000 per year DOE/DOQ
STATUS: Exempt
REPORTS TO: Executive Director
SUPERVISES: Accounting Clerk, and Purchasing Procurement Officer

BASIC FUNCTIONS: The Chief Financial Officer is responsible for directing all aspects of the Finance Department of the Colville Indian Housing Authority (CIHA), consistent with applicable CIHA policies, GAPP and Federal requirements. The CFO is also directly responsible for developing and maintaining accounting policies and procedures, planning, organizing and coordinating the year-end close process with internal and external auditors, ensuring successful completion of CIHA's tax filings, preparing financial statements, including cash flow statements, planning, budgeting and authorizing expenditures, training and retaining competent accounting staff.

MINIMUM QUALIFICATIONS: Must have a Bachelor's degree in Business Administration, Accounting, or related field and five years of experience in accounting including 3 years supervisory experience; or be a C.P.A., **OR** have an Associate's Degree in Accounting and seven years of experience in accounting and 5 years supervisory experience. Government accounting and government contracting is preferred.

SPECIAL REQUIREMENTS: Must possess a valid Washington State Driver's License. Must be able to lift up to 25 lbs, sit and/or stand for long periods at a time. Be able to squat, bend, kneel, climb, walk, push and pull. Must successfully clear an extensive Criminal Background Inquiry and pre-employment drug screen.

CLOSING DATE: Open until filled – 1st review May 26, 2020

Applications and supporting documents **MUST** be received by Tuesday, May 26 2020 by 3:00pm

INFORMATION: Colville Indian Housing Authority
Attention: Tauni Marchand
P.O. Box 528
Nespalem, WA 99155
(509) 634-2160
tauni.marchand@colvilletribes.com

For a copy of the full job description and application please visit: www.colvilleiha.org

Indian Preference will apply; preference will also be given to honorable discharged veterans who are minimally qualified. Advertised 05/11/2020