



YAKAMA NATION HOUSING AUTHORITY

611 South Camas Avenue, P.O. Box 156, Wapato, WA 98951

Phone: 509-877-6171 Fax: 509-877-783

Job #	Position	Start Wage	Close
#2022-14	Chief Financial Officer Regular Full-time	DOQ	Until Filled

Application Process: Submit a complete current Yakama Nation Housing Authority Employment Application (applications also available online) to:

Drop box front door: **611 S. Camas Ave., Wapato, WA**

Mail to: **PO Box 156, Wapato, WA 98951**

Complete employment application will be date stamped and accepted during the limited business hours, or in an envelope placed in black drop box by front door and must be completed entirely. Please have any other documents included in packet you want to include to be reviewed.

Submit by fax: (509)-877-6317, or email crystal@ynha.com

***Complete job announcement & YNHA Employment application is available online**

www.ynha.org/employment

*Indicate Job Announcement Number on YNHA application for posted jobs.
It is the applicants responsibility to update his/her application. On file for 6 months.
Complete application, print & sign for each posted job announcement.
Make certain all information is legible.

**YAKAMA NATION HOUSING AUTHORITY
JOB DESCRIPTION
2022**

**JOB TITLE: CHIEF FINANCE OFFICER
DEPARTMENT: ACCOUNTING
REPORTS TO: EXECUTIVE DIRECTOR**

**FLSA STATUS: EXEMPT
PAYGRADE: DOE**

GENERAL DESCRIPTION OF POSITION

The Chief Financial Officer (CFO) is responsible for all fiscal management aspects of Yakama Nation Housing Authority (YNHA) operations. The CFO provides leadership and coordination in the administrative, business planning, accounting and budgeting efforts of the housing authority. The CFO reports and provides follow-up directly to the Executive Director on all financial aspects and financial operations of the YNHA. The CFO assures the federal decisions are in compliance with the government fiduciary responsibility. The CFO may be required to attend all scheduled Board of Commissioner meetings to report on all financial aspects and financial operations of the YNHA. These reports include: investments, contractual, certified audits, accounts receivables, and all expenditures of the NAHASDA Block Grant, Tax Credit Projects, and Partnerships of the Tax Credit Projects. The YNHA CFO performs financial management duties in the planning and development of the Block Grant budget. The position will also complete any Financial Compliance Reporting necessary for YNHA's grants and programs. The CFO will be required to assemble, monitor, complete and prepare the organizations financial records for the yearly audit. Employee receives administrative director from the Executive Director, who is the immediate supervisor of the CFO. The individual displays a positive attitude and maintains a cooperative working relationship with others including subordinates, immediate supervisor, managers, other employees, and the Executive Director. The individual performs all duties and responsibilities in a timely and efficient manner according to established schedules, procedures, and policies. The individual demonstrates good judgment and suitably reports problems to the immediate supervisor.

Responsibilities require employee to follow;

- YNHA programs listed "Common Duties,"
- Department programs listed "Essential Tasks"

Common Duties:

- Read and comply with all appropriate YNHA policy and procedures; e.g., Personnel Policy Manual, Company Vehicle Policy, Financial Administration Policy and Procedures, Internal Department and Program guidelines, etc.
- Work cooperatively with all YNHA employees or those associated with the Tribe. Other duties as assigned or necessary to support all subordinate activities.

ESSENTIAL TASKS

- Create, coordinate, and evaluate the financial programs and supporting information systems of the organization to include budgeting, auditing, accounts receivable, and conservation of assets.
- Ability to analyze financial data and prepare financial reports, statements, and projections.
- Ability to motivate teams to produce quality materials within tight timeframes and simultaneously manage several projects.

- Ability to participate in and facilitate group meetings.
- Approve and coordinate changes and improvements in automated financial and management information systems for YNHA
- Ensure compliance with Tribal, state, and federal budgetary reporting requirements.
- Oversee the approval and processing of revenue, expenditure, and position control documents, department budgets, ledger, and account maintenance and data entry.
- Coordinate the preparation of financial statements, financial reports, special analyses, and information reports.
- Develop and implement finance, accounting, billing, and auditing procedures.
- Establish and maintain appropriate internal control safeguards.
- Interact with other managers to provide consultative support to planning initiatives through financial and management information analyses, monthly program reports, and recommendations.
- Ensure records systems are maintained in accordance with good business practice.
- Develop and direct the implementation of strategic business and/or operational plans, projects, programs, and systems.
- Assist in obtaining the necessary grants and low-income housing tax credits for development and operations.
- Analyze cash flow, cost controls, and expenses to guide business decisions. Analyze financial statements to pinpoint potential weak areas.
- Establish and implement short- and long-range departmental goals, objectives, policies, and operating procedures.
- Serve on planning and policy-making committees and/or teams.
- Must be able to oversee financial management of Low Income Housing Tax Credit operations to include developing financial and budget policies and procedures.
- Must be able to work varying shifts, weekends and holidays.
- Represent YNHA externally to government agencies and funding agencies regarding financial and/or funding issues, as assigned.
- Recruit, train, supervise, and evaluate department staff.
- Other duties as assigned.

INVOLVEMENT WITH DATA, PEOPLE, AND THINGS

DATA INVOLVEMENT: Requires summarizing, tabulating, or formatting data or information in accordance with a prescribed scheme of plan to facilitate the identification and extraction of useful information. Recording/posting transactions in software programs (i.e. HDS) Knowledge of automated financial and accounting reporting systems.

PEOPLE INVOLVEMENT: Requires speaking or signaling to people to convey or exchange information of a general nature professionally. Provides courteous professional services and is cordial to internal and external guests and/or vendors.

GENERAL REQUIREMENTS

REASONING REQUIREMENTS: Requires performing skilled work involving rules/systems with almost constant problem solving.

MATHEMATICAL REQUIREMENTS: Requires basic algebra involving variables and formulas, and computing ratios, rates, and percent's. 10 key adding/subtracting. Knowledge of finance, accounting, budgeting and cost control principles including General Accepted Accounting Principles.

LANGUAGE REQUIREMENTS: Requires reading technical instructions, procedures, manuals, and charts to solve practical problems, such as routine office equipment operating instruction; composing routine or specialized reports and forms with proper format. Work requires professional written and verbal communication and interpersonal skills.

MENTAL REQUIREMENTS: Requires clerical tasks involving a wide range of procedures with an intensive understanding of a restricted field, or complete familiarity with the functions of a unit or small division of an operating agency; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

PHYSICAL AND DEXTERITY REQUIREMENTS: Requires light work that involves sitting or walking most of the time, and skill, adeptness and speed in the use of fingers, hands, or limbs on repetitive operation of electronic office machines within close tolerances or limits of accuracy.

ENVIRONMENTAL HAZARDS: The job risks exposure to no significant environmental hazards.

SENSORY REQUIREMENTS: The job requires normal visual acuity and field of vision, hearing, and speaking.

JUDGMENTS AND DECISIONS: Requires decisions affecting patrons, coworkers and others who depend on the service; works in a very stable environment with clear and uncomplicated written/oral instructions.

VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION

VOCATIONAL/EDUCATIONAL PREPARATION: Must possess Certified Public Accountant (CPA) credentials, Bachelor's Degree in Business Administration, Finance or Accounting. Combination of required education and experience may be acceptable in-lieu of CPA credentials.

SPECIAL CERTIFICATIONS AND LICENSES: N/A

EXPERIENCE REQUIREMENTS: Minimum of five (5) years of experience in senior-level finance or accounting position. Low-Income Housing Tax Credit experience is beneficial. Three (3) years of supervisory level accounting preferred. Must have the ability to work independently and within a fast paced and high-volume environment with accuracy and timeliness. Must be well organized and a self-starter. Excellent communication skills both written and verbal.

DRUG FREE WORK PLACE

The Yakama Nation Housing Authority has a "Drug Free Workplace Policy". All employees are subject to pre-employment, random drug tests and to tests when the use of alcohol or drugs in the workplace is suspected.

INDIAN PREFERENCE POLICY

In accordance with Section 101(k) of NAHASDA, Yakama Nation Housing Authority applies Yakama Tribal preference in employment, as established by Resolution GC-05-2012 of the Yakama Nation General Council.

Preston Hamms
Deputy Director

1/12/2022
Date

Andrea Mithey
Executive Director

1/12/2022
Date

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee's Printed Name

Date

Employee's Signature