

## Colville Indian Housing Authority

## Position Description

|                                  |   |
|----------------------------------|---|
| Position: Finance Director       | Position Number:                                |
| Department/Site: Fiscal          | FLSA: Exempt                                    |
| Evaluated by: Executive Director | Salary Grade: 130 (DOE)<br>\$85,633 - \$104,302 |

### Summary

Plans, organizes, directs, and coordinates financial operations and reporting including, grant and internal performance reporting, financial data management, implementation of accounting controls, and audit support. Oversees tenant accounts.

### Distinguishing Career Features

The Controller is a management position responsible for managing and integrating accounting operations, audit, systems, and controls governing business, capital improvement, and tenant accounting transactions of the CIHA. The Controller serves as the Housing Authority's principle accounting specialist for all matters that involve proper accountancy. Advancement to this position is through promotion and compliance with the qualifications.

### Essential Duties and Responsibilities

- Establishes financial compliance reporting cycles and priorities. Trains and supervises the performance of an accounting work team, ensuring adequate levels of service to other departments and the Board of Commissioners.
- Establishes and maintains financial reporting systems to meet the U.S. Department of Housing and Urban Development (HUD), CIHA Board of Commissioner's, external stakeholders, and CIHA management and ethics requirements
- Supervises the work of staff assigned to the accounting operations, including, but not limited to those specializing in accounts payable and receivable, monitoring of grants and special funds, and payroll.
- Assures protection of assets by developing, coordinating, and implementing internal accounting policies, controls, and procedures for accounting operations that include but are not limited to revenues and reimbursements, expense budgets, accounts receivable, contracts and accounts payable, payroll, grants, and special funds.
- Prepares trial balance financial reports that compare performance with plans, budgets, and standards. Balances general and subsidiary ledgers, interprets financial and statistical results, and provides departments with periodic financial management information reports, highlighting variances from plan.
- Forecasts short-range cash requirements and obligations, as a basis for maintaining adequate funds.
- Coordinates the budget development process by preparing packets, historical trends, and designing worksheets for departments to describe and estimate upcoming needs. Prepares the budget and variance reports for the CIHA Board and Executive Director.

- Prepares the annual budget development calendar and instructions. Works with internal and external resources to project CIHA revenues and expenditures. Prepares preliminary and final budget summaries for grant funds.
- Oversees and executes cash disbursements for payment of expenditures of accounts payable, debt, and payroll in accordance with disbursement and accounting policies.
- Oversees fixed asset accounting. Maintains up-to-date accounting of fixed asset account balances. Oversees determination of depreciation rates. Monitors inventory levels, receives verification after physical inventories are completed, compares book versus actual inventory, and advises others on variances.
- Coordinates and participates in the closing of financial records to prepare trial balance financial summary statements. Oversees preparation of accounting entries to close accounts, allocation of accounting adjustments, and consolidation to summaries.
- Oversees a program for centralized review and analysis of construction and professional contracts-for-service, and rents/leases for adequacy, and to reduce the financial risk of on-going operations, and reduce costs.
- Researches, recommends, and implements organization-wide accounting policies, language, and procedural controls governing contracts for goods and services. Develops internal procedures for monitoring contractual performance.
- Analyzes cost versus benefit to support decisions for areas such as housing construction and remodel, insurances, and use of special funds.
- Oversees banking activities to include deposits of purchase and lease payments, and of cash management for accounts payable and payroll. Oversees reconciliation of bank accounts, drawdowns from funding sources, and donations.
- Stays current with current and emerging changes in HUD Regulations, NAHASDA, GAAP, GASB, and State and Federal regulations.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

- **Knowledge and Skills**

Requires specialized professional knowledge of the principles and procedures of accounting, auditing, and finance for Tribal Housing and entities and public sector. Requires working knowledge of the principles and procedures used in budget preparation, accounting administration, and development of internal controls. Requires working knowledge of the principles and techniques used in financial analysis and research. Requires in-depth knowledge of the CIHA's enterprise systems for accounting data entry and storage. Requires in-depth knowledge of the external audit process. Requires considerable knowledge of the laws and regulations governing financial transactions. Requires a working knowledge of insurance and insurability including cost-benefit analysis. Requires advanced math skills to perform an array of business and statistical calculations. Requires well-developed skill with computer software applications sufficient to design and use spreadsheet and database models, and perform

troubleshooting/auditing. Requires well-developed language skills to prepare business plans and financial reports seen by the public. Requires well-developed human relations skills sufficient to carry out day-to-day leadership obligations, make formal presentations, conduct performance reviews, and communicate technical concepts to diverse audiences.

▪ **Abilities**

Requires the ability to organize and integrate financial reporting services. Requires the ability to conduct complex analyses of accounting systems, financial reports, business opportunities such as grants and capital projects, and on-going operations. Requires the ability to learn, interpret, and apply accounting rules and requirements and pertinent sections of the codes and regulations governing Tribal Housing Authority business. Requires the ability to convert financial information and outcomes into reports of findings and condition. Requires the ability to gather and analyze data and develop conclusions and recommendations. Requires the ability to develop projections using historical data and inferential methods. Requires the ability to think critically and creatively. Requires the ability to supervise, train, evaluate and motivate staff in a way that optimizes service. Requires the ability to plan, organize and prioritize complex and technical work processes in order to meet schedules and timelines.

▪ **Physical Abilities**

Requires ambulatory ability to sit for extended periods of time and locate to multiple locations. Requires sufficient visual acuity to recognize letters and numbers and notice non-verbal behavior. Requires auditory ability to hear and respond to in-person and phone conversations, and give presentations to large audiences.

▪ **Education and Experience**

The position typically requires a Bachelor’s degree in accounting, finance, business administration and six years of progressive experience in accounting systems and operations, financial reporting, audit, including one year in a leadership capacity. Alternatively, the CIHA may consider and accept additional progressively responsible experience suitable to substitute for some higher education on a two-to one year basis.

▪ **Licenses and Certificates**

Requires a valid driver’s license. A CPA or CMA certificate is desirable.

**Working Conditions**

Work is performed indoors where minimal safety considerations exist.

*This job description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.*

**CLOSING DATE:** Open until filled – 1<sup>st</sup> review February 20, 2024. Applications must be received by 1:00 PM

**INFORMATION:** Attention: Tauni Marchand, P.O. Box 528, Nespelem WA 99155  
[tauni.marchand@colvilletribes.com](mailto:tauni.marchand@colvilletribes.com)

To apply for position, please visit: [www.colvilleiha.org](http://www.colvilleiha.org)

Indian Preference will apply; preference will also be given to honorable discharged veterans who are minimally qualified. Posted 02/06/2024