

## **AKWESASNE HOUSING AUTHORITY**

### **Position Description: Finance Director**

Department:	Finance	Status:	Full-time, permanent, exempt
Supervision	Executive Director	Salary Range:	Depending on Experience

#### Position Summary:

This position is responsible for the overall supervision and management of the Akwesasne Housing Authority's financial office and functions. The Finance Director reports directly to the Executive Director.

#### **Duties and Responsibilities:**

1. Serves as the chief accounting supervisor and fiscal manager for all programs with the AHA.
2. Publishes and/or supervises all financial reports, keeps the official financial records and certifies the financial position of AHA.
3. Assists in budget development including the processes of program/project planning, organizational development and administration.
4. Uses the MIPs accounting procedures manual to implement the record keeping system.
5. Prepares all budget modifications and assures integration of these changes into the current year's program budgets.
6. Maintains a proper cash flow of federal, state, or private funding source draw downs. Assures compliance with regulations or other agreements, maintains cash disbursements journal and reconciliation for all accounts.
7. Oversees the general ledger and prepares adjusting transactions for accuracy for reporting purposes.
8. Management of all investment accounts for the AHA according to the federal regulations.
9. Assures that follow-up contact is established on all overdue accounts.
10. Prepares quarterly financial reports for each program presentation to the AHA Board of Commissioners (BOC). Reports include sufficient detail to assure BOC oversight of all organizational activities. Prepares monthly program expenditure reports for Executive Director, BOC members, department and/or program managers.
11. Oversees and assures that all checks are written from properly authorized invoices.
12. Monitors all grant and contract budgets. Develops and implements an ongoing accounting and reporting system to assure grant and contract compliance. Prepares or oversees the preparation of all financial reports required under contracts, cooperative agreements and grants.
13. Participates as a member of the AHA management team. Maintains close contact with the Executive Director to facilitate budget objectives.
14. Establishes appropriate audit procedures. Prepares and assists with the external, independent audit.

#### **Supervisory Responsibilities:**

Performs the full range of supervisory duties and responsibilities. Plans work for subordinates based on priorities, nature of assignments, and capability of employee. Develops work performance plans and evaluates performance of subordinates. Provides advice and instructions and guidance to subordinates on work matters. Effects minor disciplinary actions. Determines developmental or training needs of subordinates.

### **Qualification Requirements:**

The requirements listed below are representative of the knowledge, skill, and abilities required.

1. Knowledge of OMB Circulars, specifically 2 CFR Part 200 and A-133 as well as other applicable HUD Regulation under the Native American Housing and Self Determination Act.
2. Proficient with computer-assisted MIP accounting programs and practices.
3. GAAP proficient
4. Demonstrated knowledge of governmental and/or nonprofit accounting practices, ability to work independently, make sound decisions, maintain confidentiality, work effectively with co-workers and BOC and perform under pressure.
5. Ability to be flexible and assist other staff in completion of assigned duties.
6. Good organizational skill and ability to anticipate needs.
7. Experience supervising others.
8. Computer skills must include Microsoft Word, Excel, and Power Point programs.

### **Education/Experience:**

BA degree in Accounting or closely related field and five years' related experience, preferably with Tribal Governments.

Progressively responsible work experience in a similar occupation may be substituted for the educational requirement.

Experience with and/or knowledge of Indian communities, customs and Tribal Government structure preferred. Ability or experience in working with diverse groups of individuals, especially those at low and very low-income levels preferred.

### **Conditions of Employment:**

1. All applicants are subject to the AHA's Drug and Alcohol-Free Work Place Policy including pre-employment screening.
2. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

### **Application Requirements:**

Applicants must submit a current AHA job application, letter of interest, resume, supporting documents (certificates, degrees, licenses) and proof of native preference eligibility (Tribal Identification Card or Status Card), and three (3) professional references, by email to [kherne@aha-nsn.gov](mailto:kherne@aha-nsn.gov) or by mail to Akwesasne Housing Authority, 378 State Route 37, Akwesasne, NY 13655. Applicants must clearly outline that they meet the qualification requirements on their resume.

**Deadline to apply is Thursday, May 23, 2019 at 4:00pm**

The AHA is an equal opportunity employer dedicated to the policy of nondiscrimination based on race, sex, marital status, sexual orientation, religion, national origin, age, physical disability, veteran status or any other non-job related factor. Among qualified applicants, the AHA will give preference to Native American applicants.