



SANTO DOMINGO TRIBAL HOUSING AUTHORITY

P.O. Box 10, Santo Domingo Pueblo, NM 87052

(505) 465-1003 / (505) 465-1012 (F)

JOB ANNOUNCEMENT

Position Title: Accountant
Department: Santo Domingo Tribal Housing Authority
Reports to: Finance Officer
Employee Status: Non-Exempt
Salary: Depending on Experience
Opening: April 20, 2020 **Closing:** May 8, 2020

Only complete application packages will be reviewed

JOB SUMMARY:

Under the supervision the Finance Officer, the Accountant is responsible for processing payroll biweekly and maintaining the accounts receivable and payable, to assure timeliness in accounts with vendors and reports with funding agencies. Accountant is responsible for recording financial transactions, using proper chart of account codes, maintaining accurate records in the MIP Funding Accounting system.

DUTIES AND RESPONSIBILITIES:

- The Accountant works closely with the Finance Officer to carry out the duties and responsibilities of the accounting department.
- Coding and data entry to the financial transactions using MIP and Excel to prepare spreadsheets, as needed.
- Maintain subsidiary accounts by verifying, allocating and posting transactions in databases and accounting system; checking figures and reporting for accuracy.
- Arranging for payment of vendor accounts, reviewing statements for accuracy and proper backup is available before processing payments.
- Preparing and sending out invoices and receipts to vendors and debtors.
- Reconciles subsidiary ledger accounts to actual support documents, i.e. invoices, contracts, statements, etc.
- Use trial balance to reconcile ledger entries, reporting irregularities in data to the Finance Officer, and if necessary, to the Executive Director.
- Maintains transparent accounting records through system files and organizing/filing documents.
- Maintain minor inventory accounts and prepares quarterly and annual reports, as needed.
- Implement financial recording keeping and control policies, programs, and practices in accordance with Federal, State, and Tribal laws, regulations, and guidelines.

- Prepares all necessary data and financial information for reports required by funding sources and assures reporting deadlines are met.
- Assist the Finance Officer with the required reports including generating the annual 1099s, W-2s, employment reporting for HUD Section 3 Reports, etc.
- Ensure compliance with SDTHA internal controls and other policies governing administrative and procurements matters.
- Write memos to vendors and customers within scope of duties and responsibilities, with supervisor review and approval.
- Performs other duties as assigned by Finance Officer.

SUPERVISORY RELATIONSHIPS:

The Accountant reports to and receives general direction from the Finance Officer. He/she generally does not supervise any other staff, but over time, this may change, depending on the possible growth of the Housing Authority and staffing needs. He/she will show initiative in carrying out assigned duties and responsibilities in a professional and businesslike manner, consistent with SDTHA policies and Federal program requirements.

MINIMUM QUALIFICATIONS:

Preferred: Bachelor’s degree in areas related to position including Accounting, Business Administration and Management or related fields and five or more years of experience in a Accountant capacity including financial management within low-income housing programs.

Minimum: Five years of responsible experience in general program accounting, with three to five years of experience in payroll and processing accounts receivable and payable including compliance with state and federal program regulations.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge and experience working under 24 CFR Part 200.
- Knowledge and experience with computer accounting software including MIP Fund Accounting, MS Word, MS Excel, and Outlook.
- Ability to perform multiple tasks concurrently with ease and professionalism, work under pressure to meet specified timeframes.
- Ability to communicate effectively and clearly both verbally and in writing.
- Must be able to understand applications of regulations, contracts, policies and procedures.
- Ability to establish a good rapport with the general public, residents, contractors, suppliers and co-workers.

SPECIAL REQUIREMENTS:

Must possess a valid New Mexico State Driver's license and be insurable under the Santo Domingo Tribal Housing Authority Insurance.

Must successfully clear an extensive Criminal Background inquiry and pre-employment drug screen.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee regularly is required to stand; walk; use hands and fingers, to handle or feel; and reach with hands and arms above shoulder level. The employee frequently is required to stoop, kneel, crouch, or crawl; and talk or hear. The employee must be able to lift and/or move up to 25 pounds.

WORK ENVIRONMENT:

Work is generally performed in office setting with moderate noise level. Evening, weekend, and/or holiday work may be required from time to time, depending on deadlines. Work may also require deliveries of bank deposits and out of office errands related to the position.

Submit Letter of Application, Resume and SDTHA Employment Application to:

Brook B. Kristovich, Executive Director
Santo Domingo Tribal Housing Authority
P.O. Box 10
Santo Domingo Pueblo, NM 87052
bkristovich@sdtha.org

Applicants missing any one of the required submittals will not be considered.

Santo Domingo Pueblo/Native Preference Shall Apply