

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
(406) 675-2700
PERSONNEL OFFICE FAX: (406) 675-2711
WEBSITE ADDRESS: csktribes.org
E-mail: shelley.grenier@cskt.org**

******VACANCY ANNOUNCEMENT******

TITLE: Finance Manager

LOCATION: Salish Kootenai Housing Authority – Pablo, MT

WORK SCHEDULE: Monday thru Thursday – 7:00 a.m. to 5:30 p.m.

SALARY: \$27.84 to \$32.36 per hour

CLOSING DATE: Thursday, April 4th, 2019 at 5:30 p.m.

SPECIAL CONDITIONS:

This is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six month probationary period.**

This position is in charge of the Finance Department and is responsible for effective management of the financial operations of the Salish & Kootenai Housing Authority. The primary work activities under this system include but are not limited to the following:

- Performs or oversees auditable accounting and record keeping for all programs managed by the Housing Authority.
- Performs or oversees finance and budget matters for all Federal, State and Tribal programs managed by the Housing Authority.
- Conducts regular staff meetings to keep staff informed of department activities, including changes in policy or procedure, and to receive staff input.
- Provides designated financial reports, analysis, and projections monthly or as requested.
- Coordinates closely with the Administrative Manager to facilitate business operations and reporting.
- Responsible for determining financial policies as they relate to the Housing Authority, preparing policies for Board review and approval.
- Establish procedures for key business operations and implements control and review mechanisms to ensure that procedures are being correctly followed.
- Responsible for development of plans and objectives and setting of priorities as they relate to the financial aspects of the Housing Authority. Responsible for all finance functions of the Housing Authority, delegating and monitoring work to insure all plans and objectives are met, giving technical advice as needed.
- Responsible for all communications and correspondence as related to the finance aspects of the Housing Authority. Receives and reviews all financial notices from Tribal, Federal and State departments, routing information to the appropriate department.
- Responsible for meeting with Housing Authority management team on a regular basis to monitor progress on goals, needed changes and budget activity to insure compliance.
- Responsible for monitoring and approving all fiscal budgeting and financial expenditures of the Finance Department.

- Prepares and submits operating budgets and subsidy requests to the Board of Commissioners for review and approval.
- Performs regular analysis of expenditures through fiscal year and alerts Executive Director of impending budget overruns.
- Effective cash management and procedures maintained at an amount necessary to maintain a good banking relationship.
- Prepares or reviews financial statements or reports monthly or as requested to be submitted to the various funding agencies.
- Ensures that excess funds on deposit in the General funds is invested in investment securities selected by the Board of Commissioners and approved by HUD.
- Ensures that fiscal audits completed by an Independent Auditor are in compliance with all single audit requirements.
- Responsible for management and planning of assignments for the Finance Department, utilizing Finance Employees as outlined in the Department Organizational Chart.
- Responsible for recognizing and rewarding Housing Authority staff for outstanding performance throughout the year, with an emphasis on outstanding customer service.
- Responsible for meeting with Finance staff regularly to insure employees are informed of changes, progress, etc. of the Housing Authority.
- Provides or oversees training of staff as needed; establishes clear performance standards for staff and evaluates performance in a consistent and positive manner.
- Responsible to oversee activities of the CPA contractor during GAAP conversion process and the auditors during the audit process to insure compliance and progress.
- Responsible for insuring department is involved with Language Policy as directed.
- Works closely with the management staff in developing and monitoring of the Indian Housing Plan.
- Responsible for developing and initiating, with department staff, comprehensive department goals.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- BA/BS degree in business or accounting field or eight (8) years experience or training in accounting or business administration, which provides background in working with the Department of Housing and Urban Development and other Federal, State and Tribal programs.
- Must possess a valid Montana Driver's License and have no alcohol related convictions for the last three years.
- Must be able to travel out of area for training and conferences.
- Must be able to work weekends and after hours as necessary.

DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):

- Request copy of position description for full details.

SUBMIT:

1. Completed Tribal employment application.
2. Copy of relevant academic transcript/training certificate.
3. Copy of current valid driver's license.
4. Proof of enrollment from a federally recognized Tribe if not from CSKT.
5. If claiming Veteran's preference, a copy of the DD214 must be submitted.

SUBMIT ALL OF THE ABOVE TO: Cynthia Matt, Personnel Office, P.O. Box 278, Pablo MT 59855, Telephone 406-675-2700 Ext. 1043.

FOR MORE INFORMATION:

Contact Jody Perez @ Salish Kootenai Housing Authority @ 406-675-2700 Ext. #1543.

FINANCE MANANGER
SALISH KOOTENAI HOUSING AUTHORITY

The successful applicant must possess a BA/BS degree in business or accounting field or eight (8) years experience or training in accounting or business administration, which provides background in working with the Department of Housing and Urban Development and other Federal, State and Tribal programs. Must possess a valid Montana Driver' s License and have no alcohol related convictions for the last three years. Must be able to travel out of area for training and conferences. Must be able to work weekends and after hours as necessary. All applicants must submit a Tribal employment application, copy of relevant academic transcript/training certificate, a copy of current valid driver's license, proof of enrollment from a federally recognized Tribe if not from CSKT and if claiming Veteran's preference, a copy of the DD214 must be submitted. **This is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six month probationary period.** Salary range is \$27.84 to \$32.36 per hour, plus benefits. To apply, contact Personnel at 406-675-2700 Ext. 1043. Tribal applications are also available on-line at csktribes.org. Closing date will be Thursday, April 4th, 2019 at 5:30 p.m.

CSKT IS A TRIBAL MEMBER PREFERENCE EMPLOYER

PLEASE PUBLISH IN CHAR KOOSTA CLASSIFIED ADS:

1. **March 21st, 2019.**
2. **March 28th, 2019.**

**BILL TO: SALISH KOOTENAI HOUSING AUTHORITY
P.O. BOX 278
PABLO, MT 59855**

**If you have any questions, feel free to contact Shelley Grenier @ (406) 675-2700, ext. 1042.
FAX: (406) 675-2711 or E-Mail: shelley.grenier@cskt.org**