



EMPLOYMENT OPPORTUNITY ADVERTISEMENT

Zuni Housing Authority
P. O. Box 710 - 104D Avenue
Zuni, New Mexico 87327
Phone: (505) 782-4550

www.pozha.org

ZHA-2022-008

Announcement No.

May 4, 2022

Announcement Date

May 16, 2022

Closing Date

POSITION:

FINANCE DIRECTOR

Pay Level and Hourly Rate:

Level 15 (\$33.84)

DEPARTMENT AND LOCATION:

Executive Department, Blackrock, NM

SUMMARY

This management position requires expert knowledge of Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB) standards. The position is responsible for the overall management of the financial operations of ZHA. Position will administer, advise, manage, coordinate and oversee ZHA's fiscal/financial management procedures and activities. Position will oversee the management of internal financial control systems to protect ZHA assets and ensure that expenditures of ZHA are properly tracked, accounted for and documented; ensure fiscal compliance with federal and local laws and regulations including but not limited to 2 CFR Part 200 and 24 CFR Part 1000.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB) guidelines.
2. Knowledge of general accounting requirements, housing authority software programs, payroll, budget, insurance, grant compliance and other related activities.
3. Ability to design, recommend and implement modifications of accounting methods, procedures, forms and records.
4. Ability to read and understand the accounting equation and extract accounting information from computer printouts.
5. Ability to establish and maintain valid accounting documentation and credible audit trail.
6. Knowledge of state and/or local regulations affecting the assigned accounting functions.
7. Knowledge and ability to determine allowable cost in accordance with HUD guidelines.
8. Ability to use computers and related hardware.

EDUCATION AND EXPERIENCE:

1. Bachelor's Degree in Public Accounting, or a related field from an accredited college or university, plus five (5) years work experience in accounting, preferable with an Indian Housing Authority or Tribal Government with at least three (3) years of supervisory experience.
2. OR Associates Degree in Accounting or related field plus ten (10) years of work related experience with at least eight (8) years supervisory experience.

WORK ENVIRONMENT:

1. This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photo copiers, filing cabinets and fax machines.

PHYSICAL DEMANDS:

1. Employee is required to regularly sit, use hands, fingers, reach with hands and arms and talk or hear.

SPECIAL WORKING CONDITIONS

Incumbent is subject to pre-employment and annual background checks. This position requires pre-employment and random drug tests for the duration of employment.

POSITION TYPE AND EXPECTED HOURS OF WORK

This is a full-time position and work hours are Monday - Thursday (7: 00 am to 6:00 pm)

TRAVEL

This position requires some travel.

AAP/EEO STATEMENT

ZHA provides Equal Employment Opportunity (EEO) and complies with the Americans with Disabilities Act (ADA), and Age Discrimination in Employment Act (ADEA). ZHA provides preference for Zuni Tribal Members, Native American and Veterans of the United States Military

OTHER

Note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

APPLICATION INSTRUCTIONS: (Please do not remove job posting).

Applications can be obtained at the Zuni Housing Authority Administration Building at 104D Avenue, Blackrock and the ZHA website at www.pozha.org