



Northern Circle Indian Housing Authority
694 Pinoleville Drive, Ukiah CA 95482
Ph: 707-468-1336 Fax: 707-468-5615

PLEASE POST

JOB ANNOUNCEMENT

TITLE: Fiscal Officer (Seasoned Full Time Bookkeeper)
WORKWEEK: 40 hours/M-F
SALARY: \$51,705.00 - \$74,777.00
CLOSING DATE: **Open until filled**

General Responsibilities Include:

Under direction of the Executive Director the Fiscal Officer is responsible for the effective and efficient administration and management of Northern Circle Indian Housing Authority's financial and accounting records.

Assures that NCHA's primary funding source, the Indian Housing Block Grant authorized by the Native American Housing Assistance and Self Determination Act (NAHASDA) financial recordkeeping and accounting is operated within 2 CFR 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards and 24 CFR 1000, Indian Housing Block Grants and all other applicable statutory and regulatory requirements of all funding sources.

Demonstrate knowledge of Federal, State and Tribal and private (non-governmental) programs and services that support Indian housing and community development such as Low Income Housing Tax Credits, NAHASDA, HOME, AHP and others.

Responsible for preparation of finance and budget information for the Indian Housing Plans, grant applications, reports and other documents required or convenient to the successful operation of the organization.

Implements policy decisions of the Board of Commissioners pertaining to finance and fiscal management.

Maintains personnel files including leave, insurance and attendance records. Responsible for all payroll reports, records and taxes.

Assures payroll and all required reports regarding payroll are prepared and submitted on time to appropriate individuals and agencies.

Promotes a program of effective utilization of resources. Assures procurement, environmental and contract documents are in place and in good standing as a requirement for payment.

Oversees all accounts payable and receivable activity of the organization. Records and posts financial transactions. Reconciles all bank accounts monthly. Compiles a wide variety of correspondence, documents, reports and forms to assure effective operation of NCIHA.

Maintain files and records of all insurance, travel and investment accounts.

Supervises support staff and attends meetings and conferences as required.

REQUIREMENTS:

Graduation from an accredited college or university with a BA in accounting.

Five years demonstrated experience in a wide range of full charge positions.

Ability to exercise independent initiative and sound judgement in solving administrative, fiscal and personnel issues

Proficient in use of Quick Books accounting software, Microsoft Office Suite and Housing Data Systems software.

Must submit NCIHA employment application, resume and letter of interest.

- Provide Tribal affiliation on employment application (if applicable)
- Possess a valid CA Drivers License
- Ability to meet NCIHA vehicle insurance requirements
- Pre-employment Drug Testing

**Application and full job description is available at
NCIHA**

**Contact Person: Darlene Tooley
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