



SISSETON WAHPETON OYATE HOUSING AUTHORITY

605 LYDIA GOODSSELL STREET

SISSETON, SD 57262

605-698-3901

POSITION: FINANCE MANAGER

POSITION DESCRIPTION: Employee is responsible for assisting the Executive Director in accomplishing general office work required in the accounting management operations. Be responsible for overseeing, evaluating, and directing Sisseton Wahpeton Housing Authority finances, including complex management and security of assets; management of all financial record reports, audit reports, fiscal forecasting and budgetary projections. Will be responsible for accounting duties for the implementation of the Native American Housing Assistance and Self-Determination Act (NAHASDA) for the Sisseton Wahpeton Housing Authority. Provide advice and recommendations to SWHA Board of Commissioners to ensure the integrity, reliability and validity of the Financial Management Systems of the Sisseton Wahpeton Housing Authority.

Supervision: Employees receive administrative direction from the Executive Director, work closely the Sisseton-Wahpeton Housing Authority's accounting staff. As a team leader, you are responsible for supervising, mentoring, and evaluating finance staff. Assignments may be prioritized by the Executive Director and Board of Commissioners.

QUALIFICATIONS: Bachelor's degree in accounting or business administration, a Certified Public Accountant preferred. Accounting experience may be used to offset the education requirement on a year for year basis.

1. Five or more years' responsible financial management experience in a governmental organization or Tribally Designated Housing Entity. NAHASDA experience helpful.
2. Three years of previous supervisory experience
3. Indian Preference will apply to qualified applicants. Applicants claiming Indian Preference must provide BIA Form 4432.
4. Possess a valid South Dakota Driver's license.
5. Must provide a minimum of Three (3) references.

Veteran's Preference will apply.

DUTIES AND RESPONSIBILITIES:

1. Manage the day-to-day accounts payable/receivable operations.
2. Prepare and submit HUD Quarterly 272 reports & Annual Financial Statements and BIA 269-A reports and Annual Performance Plan (APR).
3. Assist the Executive Director in preparing and submitting Indian Housing Plan (IHP) to HUD/ONAP.
4. Develops and updates finance policies and procedures as necessary in compliance with the applicable laws and regulations governing Indian Housing Block Grants including 24 CFR 85.20 and OMB Circulars A-87 and A-133.
5. Responsible for monthly bank reconciliations on a variety of programs administered by the SWHA.
6. Oversee Accounts Payable Clerk, and Bookkeeper(s) to ensure they maintain accurate financial statements.
7. Provide direct and general supervision and training to all personnel who will post/enter data on a continuing basis for the Great Plains accounting program.
8. Prepare and solicit for yearly Audit as recommended by the Executive Director.
9. Prepare and maintain the monthly General Ledger and prepare monthly reports to the Board of Commissioners.
10. Prepare and maintain a balance between departments and Great Plains accounting software program.
11. Annual reporting for all USDA Rural Development projects such as Annual Budget, Balance Sheet, Year End Actuals, Management Certification, and Long-Term Plan (3-Yr).
12. Responsible for all financial duties (pay invoices, reconcile bank statements, record deposits) of the Tax Credit projects to maintain accurate financial statements. Work closely with consultants and auditing firm.
13. Develop cost reduction strategies.



14. Prepare yearly budgets and budget revisions.
15. Perform related work as required or assigned by the Executive Director

DESIREABLE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of office practices and procedures including effective use of a calculator and are computer literate. Possess deep technical accounting expertise with the ability to interpret data for strategic decision-making. Must be able to communicate effectively, both orally and in writing.

Compensation is negotiable and will be commensurate with experience. (DOE) Submit salary requirements along with resume. Closing date **June 5th, 2026, at 4:00 p.m. (CST).**

Interested applicants should submit a resume and cover letter, which combined should not exceed five pages. The cover letter shall explain experience and specific abilities as related to the specific required duties of the Executive Director. A minimum of two current letters of recommendation is also required.

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Application packages must be submitted to:

**Sisseton-Wahpeton Oyate Human Resources Department
Attention: Arnold Williams
P.O. Box 509
Agency Village, South Dakota 57262
(605) 698-8240**