



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
WORKWEEK: 40 hours/M-F
SALARY: \$51,705.00 - \$74,777.00
CLOSING DATE: **June 2, 2017**

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
ncihatrb@pacific.net**



Northern Circle Indian Housing Authority
694 Pinoleville Drive, Ukiah CA 95482
707-468-1336 800-521-3191

JOB DESCRIPTION

POSITION: FISCAL OFFICER

SUPERVISED BY: EXECUTIVE DIRECTOR

POSITION SUPERVISED: Fiscal Administrative Assistant
Records Clerk

DEFINITION OF POSITION:

Under the general supervision of the Northern Circle Indian Housing Authority's Executive Director, be responsible for performing advanced accounting and clerical work, preparation of financial, budgetary and statistical reports. Maintain day to day fiscal and accounting records. Maintain payroll and personnel records. Represent the organization as assigned. Supervise fiscal support staff.

PRIMARY RESPONSIBILITIES:

1. Compile a wide variety of fiscal correspondence, documents, reports, forms.
2. Maintain fiscal files and records including property inventory, environmental records and contracts.
3. Record and post financial transactions to correct accounts in Cash Journal(s), General Ledgers and subsidiary ledgers and journal voucher adjustments.
4. Oversee arrangement of all NCIHA sponsored travel and maintenance of necessary records.
5. Maintain records and files of all NCIHA insurance policies.
6. Maintain personnel files, including employee insurance and leave and attendance records. Responsible for safekeeping of confidential personnel information.
7. Prepare financial and budgetary reports for Board of Commissioners and

others as required.

8. Prepare all financial records and reports necessary to assure compliance with audits and funding agency requirements, specifically 2 CFR 200 Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards.
9. Prepare payroll, maintain all payroll records, prepare required reports including tax deposits and all monthly, quarterly and annual reports. Prepare payments to 401K Plan and maintain all required records regarding retirement plan.
10. Reconcile participant/tenant accounts receivable ledger, produce required reports and provide information as required to other NCIHA staff.
11. Attend workshops, meetings and classes as required.
12. Supervise support staff in fiscal department.
13. Manage day to day personnel matters when the Executive Director is absent from the office.
14. Maintain NCIHA investment accounts, including day to day monitoring of accounts, produce required reports and assure investments are in compliance with DHUD/NAHASDA requirements.
15. Maintain complex reconciliation for multiple bank accounts.
16. Any other duties as assigned by the Executive Director.

EDUCATION, EXPERIENCE, KNOWLEDGE AND ABILITIES:

1. At a minimum, must have an BA Degree in Accounting.
2. A minimum of five (5) years accounting experience in a wide range of full charge positions.
3. Knowledge of current bookkeeping/accounting practices including fund accounting, office methods, procedures and practices; business english usage in spelling, grammar, punctuation and vocabulary.
4. Ability to operate and maintain computerized Quick Books accounting system with General Ledger adjustments including spreadsheets to assure proper management of financial resources. Proficient in Microsoft Office Suite

including Word, Excell and Outlook and working knowledge of Housing Data Systems.

5. Ability to prepare financial and budget reports.
6. Ability to communicate orally and in writing and to prepare clear, concise reports.
7. Ability to establish and maintain effective working relationship with program participants, staff and other public and private agencies.
8. Ability to implement DHUD fiscal regulations and accounting procedures.
9. Ability to perform duties in an orderly and timely manner.

WORKSITE: NORTHERN CIRCLE INDIAN HOUSING AUTHORITY
UKIAH, CA 95482

SALARY RANGE: \$ 51,705 - \$ 74,777

CLASSIFICATION: Fiscal Officer

WAIVER OF EDUCATIONAL OR EXPERIENCE REQUIREMENTS:

The Board of Commissioners may waive the education and/or experience requirements based on an evaluation of the experience or demonstrated competence of the job applicant.

- The information contained herein is not intended to be an all inclusive list of the duties and responsibilities of the job, nor are they intended to be an all inclusive list of the skills and abilities required to do the job.
- Management may, at its discretion, assign or reassign duties and responsibilities to this job at any time. The duties and responsibilities in this job description may be subject to change at any time due to reasonable accommodation or other reasons.

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EMPLOYMENT APPLICATION

Position Applied For: Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/>	Desired Rate of Pay:	
Name: (First, MI, Last)	Social Security Number:	
Mailing Address (Street, City, State Zip):	How Long at this Address:	Phone Number:
Have you ever been employed by NCIHA? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, list dates of employment and position held:	Date Available:	

May we contact your present employer? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, explain:	
Do you claim Tribal Preference? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please name your tribal affiliation: _____	Are you able to perform the essential functions of the position applied for with or without reasonable accommodation? Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you an "immediate family" member of a NCIHA Board member? If yes, explain:	Are you a Veteran? Yes <input type="checkbox"/> No <input type="checkbox"/>

❖ **EMPLOYMENT HISTORY:** Begin with present position and work back at least 5 years. The entire 5 year period must be accounted for without breaks; for periods of unemployment or attending school, list dates and write "unemployed" or "in school". Attach additional sheets if necessary.

Name and Address of Employer:	Phone Number:		
Start and End Date:	Starting and Ending Salary:	Supervisor's Name:	Reason for Leaving:

Position Held and Work Performed:

Name and Address of Employer:	Phone Number:		
Start and End Date:	Starting and Ending Salary:	Supervisor's Name:	Reason for Leaving:

Position Held and Work Performed:

Name and Address of Employer:	Phone Number:		
Start and End Date:	Starting and Ending Salary:	Supervisor's Name:	Reason for Leaving:

Position Held and Work Performed:

❖ EDUCATION: *Include all colleges, universities, technical and vocational schools attended.*

Are you a high school graduate or have you received your GED?		Name, Location of School:	
Type of School:	Name and Address:	Coursework:	Degree Earned:

Please list special training, certificates or other types of education you have pertaining to the job applied for:

❖ OTHER INFORMATION:

Do you have a valid driver's license? Yes <input type="checkbox"/> No <input type="checkbox"/>	State and Number:
Do you have a good driving record? Yes <input type="checkbox"/> No <input type="checkbox"/>	
In the past 3 years, have you been convicted of DUI or had your license suspended? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are you currently on lay-off and subject to recall?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Can you travel if the job requires it?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Can you, after employment, submit verification of your legal right to work in the US?	Yes <input type="checkbox"/> No <input type="checkbox"/>

List names of immediate family members (other than your spouse) working for us:

❖ CRIMINAL BACKGROUND: *For all questions, provide all additional information in the space provided or on a separate sheet. Except as required by law, conviction of a crime will not disqualify you from employment. Factors such as age at time of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be considered when making employment decisions.*

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime as an adult? (Note: Do not include infractions or convictions that have been annulled, erased, expunged, vacated, set aside, sealed by a court or referred to a diversion program.) Yes No

If the answer is yes, describe the nature of the crime charged, the date of the conviction, the county and state or tribal reservation in which you were convicted and the disposition or outcome of the conviction, in the space below:

❖ REFERENCES: *List three (3) people who know you well. They should be good friends, peers, roommates, etc. who have known you for at least five (5) years. Try not to list relatives or anyone who is listed elsewhere on this application (ex: Supervisors).*

Name:	Dates Known (From-To):	Telephone Number/Email:
Address (Street, City, State ZIP):		Type of Acquaintance:
Name:	Dates Known (From-To):	Telephone Number/Email:
Address (Street, City, State ZIP):		Type of Acquaintance:
Name:	Dates Known (From-To):	Telephone Number/Email:
Address (Street, City, State ZIP):		Type of Acquaintance:

❖ **CERTIFICATIONS:** Please read each item carefully and acknowledge your understanding by signing in the indicated location.

Certification that My Answers are True: My statements on this application and any attachments to it are complete and correct to the best of my knowledge and belief and are made in good faith. I understand that a false answer to any question or item on any part of this application or its attachments may be grounds for not hiring me, or firing me after I begin work.

Authorization to Investigate and Contact Past Employers: I authorize investigation of all statements contained on this application/attachments. I authorize NCIHA to secure information pertaining to my background and experience. I also give consent to contact former employees listed on this application (unless specifically excluded) for references. I further give permission to all current or previous employers, managers and/or supervisors to discuss my relevant personnel and employment history with NCIHA. I consent to the release of such information orally or in writing and hereby release them from any and all liability whatsoever arising therefrom and agree not to sue them for defamation or other claims based upon my statements they make to any representative of NCIHA.

Consent to Contact Government Agencies: I give my permission to any agent, attorney or representative of the housing authority to receive a copy of any information contained in the file of any federal, tribal, state or local court, governmental agency, law enforcement agency or investigator concerning or relating to me. I further consent to the release of such information and, to the fullest extent permitted by law, waive any right under applicable law concerning notification of the request for a release of such information.

Cooperation with Investigation: I agree to fully cooperate with the housing authority's background investigation, and to sign any waivers or releases that may be necessary to obtain access to relevant information. In the event that any former employer or federal, state or local governmental agency will not release reference information or criminal history information directly to the employer, I agree to personally request such information to the extent permitted by law. I give permission to the housing authority to verify my Indian heritage and verify any tribal enrollment information that I have provided.

Falsification Statement: I understand that any falsification or willful omission of fact made in this application or in connection with any background investigation may be sufficient grounds for rejection of this application, or if discovered after an offer of employment, for immediate dismissal.

Release: I release NCIHA, it's officers, agents, directors, representatives, employees, attorneys and representatives from any and all claims, causes of action, judgments, liens, indebtedness, damages, obligations, losses, liabilities, or costs, which they may have, whether known or unknown, suspected or unsuspected, arising with this application for employment. I understand that this application is only valid for the position applied for at present and that NCIHA is not obligated to retain or consider this application for future openings. My signature below certifies that I understand that if I am extended an offer of employment by NCIHA, my employment is contingent upon satisfactory completion of a drug test and submission of proof that I have the credentials and/or licenses necessary for the position that I am offered.

I have read each item; I understand and agree to all terms.

Applicants Signature: _____

Date: _____

Printed Name: _____

How did you hear about this position: Check all that apply:

Word of Mouth Web Page Newspaper Bulletin Board Other