

QUINAULT HOUSING AUTHORITY

JOB OPENINGS

ACCOUNTING SERVICES MANAGER- Quinault Housing Authority

Responsible for Supervision of staff in accounting/fiscal work activities. Provide guidance and direction in the fiscal accounting procedures, and performs accounting functions. Establishes an effective system of communication and effective working relationship within the organization, and others. Assist with preparation of QHA budgets; provide financial info for grant applications and regulatory reports. Attends various meetings to obtain and provide information.

Minimum Qualifications:

- Bachelor's degree from an accredited college or university in accounting, finance, mathematics or related field, **and** Two years professional accounting experience.
- An equivalent combination of education and/or experience may substitute for minimum education requirement
- **OR** Four years of experience as a Fiscal Technician, or equivalent in the public sector, and thirty quarter hours or twenty semester hours of college-level accounting **AND** Two years of supervisory experience
- **OR** Six years of experience as a Fiscal Technician of which at least two years was spent performing professional accounting functions and supervising.

EXECUTIVE DIRECTOR- QUINAULT HOUSING AUTHORITY

The Executive Director is responsible for planning, directing, managing and coordinating the daily activities and operations of the Quinault Housing Authority to ensure that the overall performance and housing activities are being properly fulfilled. This includes the supervision of employees and resources of the Housing Authority. Director is responsible for the development and submission of the Indian housing Plan, Annual Performance Reports to the BOC, Quinault Business Committee, QIN General Council, and HUD.

ED is responsible for coordination and planning, funding and development of specific housing projects, providing housing tenant and homebuyer application, training and counseling services, management of existing Low Income Housing and Low Income Housing Tax Credit projects, and planning, development and implementation of mortgage systems. ED will coordinate planning of housing development and rehabilitation activities, and program process. Process and complete evictions through the Tribal Court System, is responsible for providing the BOC with annual budgets, monthly Tenant Accounts Receivable reports, coordinate the delivery of housing assistance to very low and low-income families, and other duties as assigned. A complete Job Descriptions of duties is available.

Minimum Qualifications:

- Bachelor's Degree from an accredited four-year college or university, **AND** Five (5) years working knowledge regarding the (Native American Housing and Self Determination) NAHASDA ACT (a desired experience but not required) with increasing responsibilities including personnel, financial records, planning and development. Three (3) years' work experience in a supervisory capacity providing community services program may be substituted for the Education requirement.
- Applicant must be bondable
- Valid Washington State Driver's License.

The Quinault Housing Authority is a Drug Free Work Place. Indian/Veteran preference policies and regulations of the Quinault Housing Authority apply. All applicants for employment are subject to Pre-employment Drug screening and Background investigation.

QIN Applications will be used to apply for the positions.

Applications are available at www.quinaultindiannation.com

Please send completed applications to: jobs@quinault.org by COB 2/24/17

For more information please contact QIN HR (360) 276-8211 ext. 4610 or 4611

CLOSING DATE: 2/24/17

**QUINALT HOUSING AUTHORITY
POSITION DESCRIPTION**

POSITION: Executive Director

LOCATION: Quinault Housing Authority main office Taholah

SALARY: Negotiable depending upon qualifications

THIS IS A REGULAR FULL-TIME EXEMPT POSITION

SUPERVISOR(S): Housing Board of Commissioners

JOB SUMMARY:

The Executive Director is responsible for planning, directing, managing and coordinating the daily activities and operations of the Quinault Housing Authority to ensure that the overall performance and housing activities are being properly fulfilled. This includes the supervision of employees and resources of the Housing Authority consistent with the policies of the Quinault Housing Authority.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Executive Director is responsible for all of the Housing Authority's Program functions including the following:

The Executive Director shall coordinate professional development and training of all QHA personnel to ensure satisfactory program delivery and a fostering of institutional knowledge.

Development and submission of the Indian housing Plan, Annual Performance Reports to the Board of Commissioners, Quinault Indian Nation Public, Quinault Business Committee, QIN General Council, and HUD.

IDENTIFICATION AND ASSESSMENT OF TRIBAL HOUSING NEEDS:

Planning and providing short-term housing program services consistent with the identified and assessed needs which include the development and implementation of the Indian Housing Plan.

Planning, funding and development of specific housing projects including shelter, transitional, special needs, low income housing and homeownership housing programs.

Planning and providing housing tenant and homebuyer application, training and counseling services coordinated with housing construction and/or acquisition activities.

Management of existing Low Income Housing and Low Income Housing Tax Credit projects managed by the Quinault Housing Authority.

Planning, development and implementation of mortgage systems needed to support privately financed housing acquisition and private construction.

Coordination and management of programs within the Quinault Housing Authority needed to support privately financed housing for the benefit of Quinault Tribal Members and their families.

Coordinate planning of housing development and rehabilitation activities with appropriate Tribal, County, State and Federal governments consistent with the identified housing needs of the Quinault Indian Nation.

Over-see, monitor and review status and progress of housing development programs after approval of the construction phases and assist as needed in facilitating the development process.

The Executive Director shall process and complete eviction processes through the Tribal Court System.

Prepares and provides BOC with annual budgets and budgets requested by the BOC, monthly Tenant Accounts Receivable Reports, including the current status of income and expenses of the program.

Coordinate the delivery of housing assistance to very low and low-income families; this includes referral to Quinault Nation programs that can assist with Social and Health needs.

Other related duties as assigned by the Housing Authority's Board of Commissioners.

KNOWLEDGE, ABILITY AND SKILLS:

Demonstrates tact, courtesy and positive approach to communication and interaction with employees, visitors and others.

Exemplifies personal conduct and management style which reflects an appropriate role model for other employees.

Ability to effectively interact with other departments and agencies of the Quinault, County, State and Federal government involved in the process of housing and community development.

Investigate complaints; attempts to resolve problems to restore and promote good public relations.

Ability to manage finances and data to assure maximum programmatic effectiveness and accountability.

Must be familiar with Tribal and Federal procurement and contracting specifications, development process including bidding, bonding and insurance requirements.

Must be able to analyze financial statements and audits.

Must be able to travel and attend day/evening/weekend meetings.

Good Writing ability.

TRAINING AND EXPERIENCE:

Bachelor's Degree from an accredited four-year college or university.

Five (5) years working knowledge regarding the (Native American Housing and Self Determination) NAHASDA ACT (a desired experience but not required): with increasing responsibilities including personnel, financial records, planning and development.

Three (3) years work experience in a supervisory capacity providing community services program may be substituted for the Education requirement.

SPECIAL SKILLS AND ABILITIES:

Knowledge of IHA's, NAHASDA, TDHE, IHBG, IHP, Environmental Determinations, Self-Monitoring, MEPA, APR and other Housing Program and regulations.

Computer and financial skills.

Physical requirements: The duties assigned involve bending, stooping, lifting and carrying, inspection of occupied and unoccupied units.

Must be bondable and possess a valid State Driver's License.

Indian/Veteran preference policies and regulations of the Quinault Housing Authority apply.

The Quinault Housing Authority has a Drug Free Work Place Policy and adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting.

All applicants for employment are subject to the Background investigation.

**QUINAULT HOUSING AUTHORITY
POSITION DESCRIPTION**

POSITION: ACCOUNTING SERVICES MANAGER

JOB SUMMARY:

Supervise staff in accounting/fiscal work activities. Provide guidance and direction in the fiscal accounting procedures. Perform professional accounting functions. This is a full supervisory level position receiving minimal direction within the framework of broadly defined policies and procedures.

ESSENTIAL FUNCTIONS:

On a daily basis, supervise staff participating in a wide variety of fiscal activities such as preparation of reconciliations, reports, account receivable and payable, payroll, general ledger activity, and other fiscally related activity such as purchasing, cashing and other office support staff. Maintain all appropriate files.

Apply professional accounting knowledge, practices and procedures to analyze and interpret complex financial information. Initiate and develop fiscal management reports as required for effective accounting and management practices.

Coordinate with QHA administrative officials on accounting policy and procedures, determine methods and procedures where required.

Perform capital project accounting within grant guidelines to include verification of expenditures, process billing invoices, and preparation of monthly status reports, for the Quinault Housing Authority Board of Commissioners and Executive Director.

Routinely oversee and review the accounting of various funds. Prepare or direct preparation of reports required by other agencies for financial audits by verifying, analyzing and balancing various schedules and documents.

Establish, integrate and maintain accounting sub-systems and methods; review internal policy for compliance with QHA standards and procedures. Respond to audit reports, take corrective management actions, initiate changes to meet discrepancies or noncompliance cited by auditors.

Supervise general ledger accounting, preparation of comprehensive monthly/year-end financial statements, and monthly indicator reports summarizing QHA's business activities and financial position.

Perform all accounting activities relating to the investment of QHA's current cash flow.

Establish, modify, and implement accounting control procedures for QHA.

Routinely perform administrative supervisory responsibilities such as hire, train, evaluate counsel, and discipline personnel; determine work procedures and schedules; issue oral and written instructions; assign duties; and examine work for accuracy, completeness, and compliance with established standards.

Perform other duties as required or assigned

OTHER JOB FUNCTIONS:

Establish and maintain an effective system of communication within the organization, and establish and maintain an effective working relationship with others. Assist with preparation of QHA budgets. Provide financial information for grant applications and required regulatory reports. Attend various meetings to obtain and provide information.

JOB DEMANDS:

Work is primarily performed in an indoor office setting for eight hours per day. Physical effort is needed to lift and carry office material and supplies. Basic communication skills such as talking, seeing, and hearing are needed for frequent telephone usage. Use of hands and fingers to handle objects and control automated equipment and office machines, using finger dexterity. Patience and persuasiveness are needed when interacting with others. Must have the ability to work in a fast-paced environment and meet deadlines. Necessary aptitudes include understanding instruction, numerical aptitude, problem solving, initiative, analytic ability, memory, concentration, and judgment. The nature of the work has frequent interruptions and deadlines. May occasionally be required to work beyond normal working hours.

MINIMUM QUALIFICATIONS:

Knowledge of;

Accounting and auditing theory, principles, and practices.

Grant applications and administration.

Accounting standards for a governmental entity.

Regulations applying to the maintenance of financial records.

Principles of supervision, training, motivation, and counseling.

Software and applicable data processing applications.

Cost analysis, and principles and practices of contract and management.

ABILITY TO:

- Learn QHA policies and procedures.

- Analyze and interpret accounting and financial information and requirements.
- Supervise the preparation and maintenance of complex accounting records.
- Prepare financial reports, statements, and working papers.
- Prepare complex reports, business correspondence, and procedures.
- Apply mathematical concepts such as statistical inference, fractions, percentages, ratios, etc.
- Explain complex financial and accounting information to employees and officials lacking accounting technical knowledge.
- Supervise assigned personnel and work activities.
- Communicate effectively in oral and written form.
- Maintain confidentiality.
- Use independent judgment and initiative in developing solutions to problems.
- Interact professionally with various levels of employees and outside representatives and agencies.

Training and Experience:

Bachelor's degree from an accredited college or university in accounting, finance, mathematics or related field.

AND

Two years professional accounting experience.

An equivalent combination of education and/or experience may substitute for minimum education requirement.

OR

Four years of experience as a Fiscal Technician, or equivalent in the public sector, and thirty quarter hours or twenty semester hours of college-level accounting.

AND

Two years of supervisory experience

OR

Six years of experience as a Fiscal Technician of which at least two years was spent performing professional accounting functions and supervising.

Supervised by Quinault Housing Authority Executive Director



Quinault Housing Authority

209 Spruce Street
P.O. Box 160
Taholah, WA 98587
Phone (360) 276-4320
Fax: (360) 276-4778

APPLICATION FOR EMPLOYMENT

We consider all applicants for all positions without regards to race, color, religion, creed, gender, national origin, age, disability, marital or veterans' status, sexual orientation or any other legally protected status.

Personal Information

Name: _____

Address: _____

Telephone: _____ Message Phone: _____

Social Security Number: _____

Driver's License Number: _____ Exp. Date: _____

If you are under the age of 18 yrs old, are you able to provide us with required proof of your eligibility to work? Y N

Are you an enrolled American Indian? Y N Enrollment Number _____
If yes, please state name of your tribe _____

Have you been employed with us before? Y N
Are you currently on "lay off" status and subject to recall? Y N

Position applying for: #1 _____
#2 _____

Start Date _____ Are you able to work FULL TIME PART TIME TEMPORARY

Can you travel if the job requires it? Y N

Are you prevented from lawfully becoming employed in this country because of Visa of immigrant status? Y N (proof of citizenship or immigration status will be required upon employment)

Have you ever been convicted of a felony in the last 7 years? Y N
If yes, please explain _____

(Conviction will not necessarily disqualify an applicant from employment)

Military Services Record

Were you in the US Armed Forces? Y N Branch _____ Date ___/___ to ___/___

Rank at Discharge _____ Type of Discharge _____

List duties and special trainings: _____

Education and Training

Are you presently attending school? Y N

FULL TIME

PART TIME

If yes, please describe course of study: _____

School	Name and Address of School	Course of Study	Year Completed	Did you graduate? Year?	List Diploma or Degree
High School			9 10 11 12 GED		
Colleges or Professional Trade School					
Seminars Workshops					

Employment History: Begin with your last job. If you do not want us to contact an employer listed below, please write DO NOT CONTACT on the line Reason for Leaving. Please fill out this part completely, including all information pertinent to the position(s) applying for.

Last/Current Job

Employer:	Phone #:	Supervisor:
Address:	City, State, Zip:	Salary: \$
Job Title:	From:	To:
Reason for Leaving: Not		
Job Duties:		

Job 2

Employer:	Phone #:	Supervisor:
Address:	City, State, Zip:	Salary:
Job Title:	From:	To:
Reason for Leaving:		
Job Duties:		

Job 3

Employer:	Phone #:	Supervisor:
Address:	City, State, Zip:	Salary:
Job Title:	From:	To:
Reason for Leaving:		
Job Duties:		

Personal References: List three (3) people not related to you and who has definite knowledge of your skills and qualification as related to the positions in which you are applying for.

Name and Occupation	Address	Phone Number

Employment Agreement: I hereby affirm that all answers and statement contained in this application form are true and complete to the best of my knowledge. I authorize Quinault Housing Authority to officially investigate any statement. I understand that any misrepresentation or omission of material fact is cause for dismissal from employment or cancellation of my application. I agree to complete all papers and examination as may be required for the job for which I am applying.

Signature: _____ **Date:** _____