



~JOB ANNOUNCEMENT~

Title: Finance Officer

Location: Lac du Flambeau Chippewa Housing Authority

SALARY & BENEFITS: Negotiable

REPORTS TO: Executive Director

REQUIREMENT: Mandatory Drug Test, Random thereafter, Pass Background check, Valid Driver's License, Liability Insurance

CLOSING DATE: **Re-Post - Open Until Filled**

Job Summary: The CHA Financial Officer reports and provides follow-up, directly to the Executive Director on all financial aspects and financial operations of the CHA. The CHA Financial Officer is required and responsible to attend monthly B.O.C. meetings, to report in writing and orally on all financial aspects and financial operations of the CHA. These reports will include: investments, contractual, certified audits, account receivables, and all expenditures of the NAHASDA Block Grant, Rural Development 515 Project, Tax Credit Projects and Partnerships of the Tax Credit Projects. The CHA Financial Officer performs financial management duties in the planning, Block Grant Budget Development, or other budgeting, control, Financial Compliance Reporting, design and Management of Accounting and other financial record keeping systems. These duties are performed under the direction, and concurrence of the Executive Director.

Job Qualifications: Associate or Bachelor Degree in Accounting Business Financial Management, Principles and Practice of Accounting Systems;

SUBMIT RESUME AND JOB APPLICATION TO:

LDF Chippewa Housing Authority
Attn: Board of Commissioners Secretary
PO Box 187
Lac du Flambeau, WI 54538

Applications and a detailed job description can be found on our website <https://www.ldfcha.org>, or are available for pick up at the LDF Chippewa Housing Authority Human Resource Department.

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.



~JOB DESCRIPTION~

Title:	Finance Officer
Location:	Lac du Flambeau Chippewa Housing Authority
Salary:	Dependent on Qualifications
Fringe Benefits:	Negotiable
Supervisor:	Executive Director
Requirement:	Mandatory Drug Test, Random thereafter, Pass Background check, Valid Driver's License, Liability Insurance

Job Summary: The CHA Financial Officer reports and provides follow-up, directly to the Executive Director on all financial aspects and financial operations of the CHA. The CHA Financial Officer is required and responsible to attend monthly B.O.C. meetings, to report in writing and orally on all financial aspects and financial operations of the CHA. These reports will include: investments, contractual, certified audits, account receivables, and all expenditures of the NAHASDA Block Grant, Rural Development 515 Project, Tax Credit Projects and Partnerships of the Tax Credit Projects. The CHA Financial Officer performs financial management duties in the planning, Block Grant Budget Development, or other budgeting, control, Financial Compliance Reporting, design and Management of Accounting and other financial record keeping systems. These duties are performed under the direction, and concurrence of the Executive Director.

Performance of Job Duties and Responsibilities:

- Responsible and required accountability to monitor and perform financial management, in all financial aspects/operations of the CHA, and such management systems to include development of accounting systems for the segregation of all funds by account, investment of funds, escrow investments, and all revenue generated by CHA operations, and/or collections, and directly provides follow-up documentation/information to the Housing Administrator;
- Responsible to work directly and cooperatively with the Drug Elimination Program Director in: all Financial Compliance Reports to H.U.D., Annual Audit Compliance, Account Payables and Receivables, travel forms and clearance, ensure no budget overruns, appropriate contract service forms are utilized, and responsible for LOCC's draw down from H.U.D.;
- Responsible and required to follow-up with financial banking institutions regarding submission of monthly and/or quarterly investment reports, proceeds from sale of homes, and/or other financial reports to the CHA, and present and review such reports immediately with the Housing Administrator, and present these investment reports to/at the CHA Board of Commissioner's meeting on a timely basis;
- Must possess thorough knowledge of accounting including financial reporting requirements, budgeting, financial analysis, accounts receivable, accounts payable, payroll and any other reporting requirements deemed by Executive Director of CHA.
- Must attend required training as required for job responsibilities.
- Responsible and required accountable to immediately address any financial budget overruns or deficits, financial errors or mistakes to the Housing Administrator.
- Responsible and required to assist in the annual NAHASDA Block Grant Budget preparation for the CHA Five Year Housing Plans, and annual Indian Housing Plans and annual Performance Reports, and submission of the Block Grant Operating Budget Financial Reports under NAHASDA and other preparations for such reports and plans with the Executive Director and Building Inspector/Maintenance Rehab Project Manager;
- Responsible and required to work cooperatively and directly with a CPA Firm to conduct annual financial audits on all projects of the CHA, this includes: preparation, gathering pertinent documentation and provide any required financial and/or management response; this will be with the direction and concurrence of the Housing Administrator;
- Responsible and required to report annual financial audit findings and/or recommendations to the Executive Director and CHA Board of Commissioners and submit BOC audit reports to specific funding agencies, etc., on a timely required basis;
- Responsible to work cooperatively and directly with the Low Rent, Mutual Help-Home Ownership Specialist and Multi-Family Specialist to address Monthly Tenant Account Receivable, this consists of working as a "team" in administering the Chippewa Housing Rent/Mortgage Payment Collection Policy, in order to address delinquent payments, and/or before foreclosures;

- Responsible to report and submit Monthly Tenant Account Receivables (TARS) reports to the Executive Director and CHA Board of Commissioner's;
- Responsible and required to work cooperatively and directly with the Building Inspector/Maintenance Rehab Project Manager in ensuring purchase orders, supply/material invoices/bills, and other required documentation needed to process payments and Tenant Work Order payable in justifying expenditures and/or payables;
- Responsible and required to ensure payments are processed in a timely manner before any notice of delinquent payments of CHA invoices or bills are received, that reflect negatively on the CHA operations;
- Responsible and required to conduct monthly and fiscal year end close outs of all projects under the CHA coordinated with WIPFLI Accounting firm;
- Responsible and required to set aside sufficient funds for adequate structure Insurance Coverage on all housing units, apartments, buildings and Vehicle Insurance under jurisdiction and responsibility of the CHA;
- Responsible and required to keep abreast of Vehicle, Employee Health Insurance and Retirement coverage to ensure Financial control and these Insurance and Retirement coverage are required to be presented to the Executive Director prior to ending (at least four months in advance) for review, and then presented to the CHA Board of Commissioner's for Resolution approval to enter in these policies; it will then be required of such Insurance Companies to present their policies to the CHA Board of Commissioner's'
- Responsible and required to solicit two or three bids from CPA firms for the purposes of conducting the Annual Financial Audits, the bids will be submitted to the Executive Director and to the CHA Board of Commissioners for Resolution approval to enter into a contract and responsible for meet with Worker's Compensation Representative for an annual audit and report changes, etc., to the Executive Director and CHA Board of Commissioner's;
- Responsible and required to ensure proper bid documentation, bonding insurance, etc., in processing Contracts of any type and submit for legal review to the CHA Attorney. The Executive Director will then submit to the CHA Board of Commissioner's for approval per the Property Procurement Policy; (the bid specifications are the responsibility of the Building Inspector/Maintenance Rehab Project Manager);
- Responsible and required to submit any Contract, Contract payment, and/or expenditures for approval to the Housing Administrator;
- Responsible and required to work cooperatively and directly with the Building Inspector/Maintenance Rehab Project Manager to ensure a documented Physical

Inventory System, (maintenance supplies, equipment/tools, appliances, etc.) is in full operation, this will also include: reconciliation with a general ledger and inventory list and promptly provide for newly purchased material, equipment, items to be added to the Physical Inventory System List;

- Responsible and required to monitor and report directly to the Housing Administrator, on any Construction Development budgets to ensure cost control and submit monthly construction budget expenditure reports to the Executive Director and CHA Board of Commissioner's.
- Responsible to submit insurance claims of structure damage or loss to Amerind Insurance on units, apartments and buildings under the jurisdiction/responsibility of the CHA and CHA Vehicle insurance claims of damage in a timely manner;
- Responsible to submit Worker's Compensation Employee Injury claims and ensure employee's gather documentation required under the Worker's Compensation Law;
- Responsible and required to ensure Internal Financial Controls which consists of: daily cash receipts/cash disbursement ledgers; separation of duties between persons receiving payments and persons ordering bank deposits, payments received to be deposited intact; reconcile bank statements on a monthly basis and take appropriate action to rectify inconsistencies; cash disbursements properly documented on check vouchers, check vouchers properly supported with controlled invoices;
- Responsible and required to process bi-weekly employee payroll, to ensure appropriate deductions, taxes, and time are accounted, updated and justified and responsible for Compliance in Unemployment verification documentation and attend Employment hearing with the Executive Director and/or Supervisors;
- Responsible and required accountability to LOCCS draw downs, funds from NAHASDA Block Grant and to ensure justification documentation is filed for such drawdowns;
- Responsible and required to thoroughly understand how the 1937 Act Mutual Help Program operates, such as MEPA/Equity, Amortization, Administrative Cost and Mutual Help Home Ownership income qualifications and provide in-service to administrative staff and Mutual Help Homeowners when requested;
- Responsible and required to work cooperatively and directly with all Counselors in reconciliation and adjustments of rent/mortgage payments, utility allowance adjustments and tenant payables;
- Responsible and required to schedule regular weekly or bi-weekly meetings with the Executive Director to review financial budget expenditures, balance of such funds and review NAHASDA Block Grant expenditures and balance;

- Responsible and required to keep current on NAHASDA Act of 1996 regarding all statutes and regulations that directly affect the CHA;
- Responsible and required to provide input or documentation in analyzing or projecting the Financial status of CHA operations, fiscal problems and submit feasible and effective financial solutions to the Housing Administrator;
- Responsible and required accountable to ensure and comply with the CHA's Property and Procurement, Investment, Collections and/or all financial policies and procedures;
- Responsible and required to implement and/or keep abreast of automated Accounting Systems and work directly with the Executive Director for approval on system changes, this also includes any computer programming of the CHA;
- Responsible and required to provide Employee Orientation on Health, Retirement, W-4 form completion, rate of pay form and process these forms;
- Responsible and required to participate and attend weekly staff administrative meetings, counselor's tenant review meetings, inter-tribal agency meetings, Planning and Construction Development, Maintenance Rehab meetings, Board of Commissioner's and Tribal Council meetings in regard to Financial Management, Financial Reporting, allowable/non-allowable costs under NAHASDA or other Financial budgets;
- Responsible and required to participate in the Tribal mandatory drug testing program;
- Responsible and required to hold a valid Wisconsin Drivers License and Vehicle Liability Insurance and have own means of transportation to and from work;
- Responsible and required to thoroughly understand the work order billing system to ensure documented payables/receivables and work directly with the Building Inspector/Maintenance Rehab Project manager to ensure maintenance work orders are complete prior to tenant billing;
- Responsible and mandated (by law) to maintain confidentiality of all CHA employee matters and issues and CHA occupants at all times, only upon release of written consent from an employee or occupant information can be discussed to any agency, court or to any individual;
- Responsible and required to establish and maintain effective and production working relationships with the Tribe, Tribal Programs and agencies, HUD, Rural Development, financial banking institutions, educational institutions, Native American Indian Housing Council, businesses, CHA consultants, etc.;
- Responsible and required to have working knowledge and experience of cultural, social and community environment of the LDF Chippewa Tribe, and organization;

- Responsible to perform other assigned and/or delegated duties assigned by the Housing Administrator.

Essential knowledge, skills and abilities:

Considerable knowledge of:

- NAHASDA Regulations, CHA Personnel Policy & Procedures, CHA Financial and/or Investment Policies, FMHA Rural Development Financial Regulations; Tax Credit (IRS) Financial Regulations, CHA By-Laws and Constitution and Tribal Housing Ordinances governing Housing.

Working knowledge and experience and considerable skills in:

- Public speaking skills;
- American Indian Housing Financial Management of all departments;
- Bidding procurement and contract development and contract compliance and monitoring;
- Advance entry level on the computer and computer programming;
- Budget and spreadsheet analysis and forecasting;
- Internal Revenue Tax compliance and reporting;
- Assist in market study survey's regarding comparison of area rental payments, and other survey's relating to loan applications for housing, etc.;
- Identify the need/desire and to analyze, negotiate and comprise problems between occupants, contractor's, employees and/or consultants arise at effective solutions to problems that are legal, reasonable and fair to all parties involved;
- Work effectively and have cultural sensitivity with people of varied socio-economic backgrounds.

Qualifications and Educational requirements:

- Associate or Bachelor Degree in Accounting Business Financial Management, Principles and Practice of Accounting Systems;
- Must be bondable;
- Continuation of education and/or training in Financial Accounting Management.

Employee Signature: _____

Date: _____