



UIHA Employee Job Description

Last updated: 07SEP22

Job Title: Finance Manager
Status: Full-time
Reports to: Executive Director

FLSA: Non-Exempt
Salary: \$95,000
Department: Finance

Supervisor:

Works under the direct supervision of the Executive Director.

Scope of Duties:

Primarily responsible for; maintaining the Ute Indian Tribal Housing financial accounts and preparing required fiscal reports (i.e., departmental program budgets, financial statements, cash forecasting, etc.) in accordance with the applicable statutory and regulatory requirements of the Native American Housing Assistance and Self-Development Act of 1996; monitors the investment portfolio; ensures that internal procedures are maintained in accordance with generally accepted accounting practices and GASB 34. Provides up-to-date financial information to the Executive Director and reports any potential financial and internal control problems. Communicates both orally and in writing with the UIHA staff, Board of Commissioners, HUD and others as required on housing authority financial issues. Supervises trains and evaluates departmental staff. Independently performs all financial functions.

Duties and Responsibilities:

A summary of duties and responsibilities is listed below, but will perform other duties as assigned:

- Completes required periodic financial reports including budgets, balance sheets, income/expense reports and related financial records.
- Oversees the account receivables/payables to insure compliance including allocation of overhead costs among programs.
- Reviews monthly general journal entries to record non-cash transactions for all programs.
- Conducts unannounced audits of the tenant accounts receivables to ensure all accounts are properly maintained and reconciled with the general ledger on a regular basis.
- Maintains an up-to-date book of accounts and reconciles financial records of UIHA.
- Oversees the payroll functions to insure accuracy and timely submission of payroll tax deposits, related reports, payroll deposits and related quarterly reports including coordinating funds transfers.
- Ensures that all cash receipts, accounts, disbursements and transactions are monitored, maintained and reconciled to the general ledger to maintain a positive cash flow.
- Responsible for property management including annual physical inventory of property reconciliation to the general ledger.
- Initiates and verifies that funds requested through the federal Line of Credit Control System (LOCCS) have been transferred to UIHA's bank account prior to making cash disbursements for expenditures.
- Maintains operational compliance with all procurement initiatives of UIHA.
- Prepares the draft annual operational budget of UIHA and monitors this process to its completion, including appropriate chard of accounts and implements the final budget as approved.



UIHA Employee Job Description

Last updated: 07SEP22

- Assures timely preparation and submission of various HUD-required financial reports and federal documents.
- Prepares monthly and annual cash budget updates to reflect current status of UIHA receipts and expenditures. Responsible for analyzing and identifying financial trends using data from financial records and accounts.
- Makes appropriate recommendations to the Executive Director to improve the efficiency and effectiveness of the Finance Department, i.e., staffing, software, etc.
- Responsible for ensuring that all contracts with UIHA are in compliance with UIHA and federal financial procurement policy requirements.
- Perform other financial related duties as assigned.

Education and Experience:

BA degree in Accounting, Business Administration or Related Field with four (4) years of job related experience OR seven years of job related experience at a Housing Authority or Public Agency OR any combination of education and work experience which demonstrates the ability to perform the duties of the position. Preferred experience with HDS, Quickbooks, Great Plains, and Microsoft Office software. Preferred experience with HUD regulations, accounting, principles as well as Housing Authority policies and procedures.

Required Knowledge, Skills and Abilities:

- Must be able to work without constant supervision.
- Theories and principles of general and fund accounting.
- Computerized data processing and financial related hardware/software systems.
- Must be able to communicate effectively, both verbally or written.
- Management of key financial functions including payroll, car receipts, cash deposits, and inventory control.
- Ability to follow formal and informal directions from superiors.
- Must possess strong organization skills.
- Tenant accounting auditing.
- Budgeting.
- Financial trends and analysis.
- Financial inquiry, record keeping and reporting.
- Must possess supervisory and management skills.
- HUD and applicable OMB requirements related to finance and accounting.
- Ability to work within time lines and deal with unexpected situations effectively.
- Ability to work with other employees with the goal of completing a given task.
- Ability to adhere to rules and regulations regarding UIHA and knowledge of NAHASDA regulations.

Necessary Requirements:

- Must possess valid Utah state driver's license
- Submit a driving record from DMV with application
- Obtain and maintain a Ute Indian Tribe driver's license
- Subjected to random drug testing
- Upon successful hire, required to fulfill a criminal history background check