



POSITION ADVERTISEMENT

POSITION: Northern Arapaho Tribal Housing(NATH) Finance Director

SUPERVISION: This position will be under the direct supervision of the Executive Director.

REQUIREMENTS:

1. Bachelor's degree in accounting; preferably with CPA Certification.
2. A minimum of 5 years of experience in accounting; audit experience a plus.
3. In-depth knowledge of accounting software; perform financial analysis of budgets, projects and other finance-related transactions.
4. Excellent communication and interpersonal abilities.
5. An analytical mind with good planning and organizational skills.
6. Strong leadership skills.

DUTIES:

1. Manage the activities of the finance department for the accurate and timely dissemination of financial reports including monthly reports of expenditures to the NATH Board of Commissioners and annual Finance report to Northern Arapaho Business Council & Northern Arapaho General Council.
2. Prepare & submits federal/state financial reports as required by HUD-ONAP and other federal agencies.
3. Ensure compliance w/ procurement policies of NATH & federal Programs and OMB 2 CFR Part 200.
4. Participate in formulating and administer financial management policy.
5. Preparation and administration of operating and grant budgets.
6. Performs internal audits as required/necessary to monitor financial activities of NATH.
7. Manages & oversees annual independently performed audits of all grant programs as required by 2 CFR Part 200.
8. Oversees the financial management of Tenant Rent activities.
9. Other duties as assigned by Executive Director.

Northern Arapaho Tribal Housing will accept a letter of Interest and resume for the full-time position of Finance Director. The advertisement for NATH Finance Director will remain open until filled.

Interested applicants must possess a valid driver license, pass a pre-employment drug screen and have background of no criminal history or record.

Northern Arapaho Tribal Housing
501 Ethete Road
Ethete, WY 82520

Contact Patrick Goggles, Executive Director @ 332-5318 or
email pgoggles@wyoming.com for questions and a job description.