



## PUEBLO OF ISLETA

P.O. BOX 760  
ISLETA, NM 87022

### Chief Financial Officer

The Pueblo of Isleta is nestled in the scenic Rio Grande Valley, 15 miles south of Albuquerque on Interstate 25 Exit 215. It is one of the larger 19 Pueblos within New Mexico and was established in the 1300s – over 700 years ago. The Isleta Pueblo Housing Authority (IPHA) is a Tribally-Designated Housing Entity providing opportunities to all responsible and eligible tribal members of the Isleta Pueblo in New Mexico to own and occupy safe, sanitary and affordable housing.

IPHA seeks an experienced accounting professional to join our team to oversee all accounting, finance, budgeting, compliance and reporting operations.

Areas of expertise required include oversight of the general ledger and books of original entry; scheduling and managing audits by a firm of Independent CPAs annually; ensuring all functions within the accounting department run smoothly and efficiently (including bookkeeping, accounts payable, account reconciliation, rent and other receivables, payroll and records management); grants management including compliance with Federal Regulations; financial reporting in accordance with Generally Accepted Accounting Principles; records management; budgeting and budget variance analysis; and supervision of a talented and hard-working staff.

**Minimum Qualifications:** Bachelor degree in accounting, finance or related field; CPA desired; six or more years of hands-on experience at all levels of management – including at least four years of supervisory experience. Knowledge of tribal housing laws and regulations such as NAHASDA, HUD and its Office of Public and Indian Housing regulations and procedures – OR eight years of accounting and finance responsibilities within Public/Indian housing in a responsible capacity. Hybrid working arrangements will be considered.

**Duties and Responsibilities:** This position reports to the IPHA Executive Director.

- Supervise and day-to-day oversight of all accounting and finance operations of IPHA.
- Ability to lead, train, direct and motivate those under your supervision.
- Monthly and annual financial reporting.
- Manage and approve the prompt payment of accounts payable and other fiscal obligations.
- Cash management (including LOCCS drawdowns) and collection of receivables in a timely manner.
- Ensuring policy and procedure manuals are both up-to-date and reflective of the needs and values of IPHA.

- Knowledge and experience in adhering to 24 CFR Part 200 and other relevant regulations.
- Knowledge and skills in applying Generally Accepted Accounting Principles and establishing internal controls.
- Ability to establish and support strong working relationships with all co-workers, residents, contractors, vendors, the general public, Isleta tribal officials and local, state and Federal officials.
- Skills in accounting general ledger and housing management software – Sage Intacct or equivalent platforms preferred; MS Word, Excel and Outlook; cash management, budgets and budget analysis; optimum accounting department workflows; and adherence to internal and external deadlines.
- Excellent verbal and written communication skills, and a commitment to excellence.

**How to Apply:** Interested applicants must submit a cover letter and resume by USPS mail or by email to:

*Kenneth Ruthardt, Executive Director  
Isleta Pueblo Housing Authority  
P. O. Box 760, Isleta Pueblo, NM 87002  
kruthardt@isletapueblohousing.org*

This position opened on July 31, 2025. Salary negotiable. Open until filled.