

ALL MISSION INDIAN HOUSING AUTHORITY

◆ 27368 Via Industria, Suite 113, Temecula, CA 92590 ◆



Finance Manager

Reports to: Executive Director

Salary: 90,000- \$100,000 DOE

Status: Full-Time/ Temp- to-Hire/ Exempt/Salary

General Statement of Duties:

The Senior Accounts Manager under the supervision of the Executive Director will manage the accounting department, track Housing Authority expenditures daily and prepare financial reports. Recommend and implement goals, objectives, policies, and priorities for the finance division forecasts agency financial position and manages budget preparation. Provides relevant variance analysis for monthly BOC meetings and develops meaningful management reporting schedules ensuring accuracy and predictability of results and key metrics. Acts as AMIHA's liaison with the annual audit and provides them with the necessary documents and assistance as needed as per AMIHAs policies and federal regulations.

Position Summary:

The Senior Accounts Manager is responsible for monitoring the agencies procurement practices to ensure that they are in compliance with federal regulations as well as make recommendations in the procurement policy as needed. Regularly advises the Executive Director on the forecasts of the Housing Authority's business activity and financial position in area of income, expenses and earnings based on past, present and forecasted operations. Responsible for the preparation and filing of all Local, State and Federal tax forms including but not limited to 1099 forms, 125 forms and payroll tax reports. Makes recommendations regarding major economic objectives, desirable operational adjustments and policy changes. Manages all aspects of the Housing Authority's accounting department including but not limited to supervising the Accounts Payable clerk and establishing and maintaining appropriate internal control procedures. Annually prepares the operating budgets and requests for subsidy and supporting documentation for all departments.

Job Responsibilities:

The Senior Accounts Manager is responsible for managing all financial aspects of the Housing Authority's nonprofit corporation, including developing financing mechanisms

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for housing development activities. Oversees the management and investment of the MEPA accounts and prepares the annual homeowner MEPA statements and calculate and appropriate interest to be credited to each homeowner's account. Conduct monthly bank reconciliations and monthly closing reports. Summarize actual monthly expenditures by program and line item. Provide a monthly report comparing actual expenses with budgeted amounts for each Housing Authority program. Ensure that an inventory is maintained of the Housing Authority's equipment and property. Determine depreciation rates to apply to capital assets. Prepares the required financial reports for HUD and other regulatory agencies as necessary including but not limited to the yearend closing statements such as Statements of Income and Expenses and Balance Sheets. Advises management on property, liability, workers comprehensive and medical insurance needs. Tracks Housing Authority expenditures, income, and subsidy on a daily basis so that management and department heads can be apprised of the financial status of programs at all times. Advises the Executive Director and the Board of Commissioners regarding financial planning and the investments of organizational funds and assets as well as monitors and track the Housing Authority's investments and maintains the investment ledger. Provide Housing Management Department with amortization schedules for homes as needed. Periodically revise such schedules to reflect any changes approved by the Board of Commissioners, such as a change in interest rate. Performs other duties as applicable to the position.

Qualifications:

High school diploma required. Minimum of a bachelor's degree (Masters preferred) in accounting, business or related field from an accredited college or university. Must possess Certified Public Accountant certification.

Experience:

Experience with Indian Housing Authority Mutual Help and Rental housing programs preferred. Prior financial management experience required. Substantial knowledge of either HUD or other government fund accounting. Knowledge of MIP and Microix. Excellent interpersonal, negotiation, and conflict resolution skills. Strong analytical and problem-solving skills with the ability to prioritize, multi-task and manage an ever-changing workload. Capability to work independently with the ability to act with integrity, professionalism, and confidentiality. Ability to communicate effectively, orally and in writing, with housing authority staff, vendors, tribal leadership, and program participants. Ability to maintain records, prepare reports and comprehensive statements of work and specifications. Proficient in Microsoft Office (Excel, Word, and Outlook) and Adobe.

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NATIVE AMERICAN PREFERENCE

All Mission Indian Housing Authority (AMIHA) is an equal opportunity employer applying Native American Preference as defined in Section 7(b) of the Indian Self-Determination and Education Act.

AMERICANS WITH DISABILITIES ACT (ADA):

The above statements cover what are generally believed to be principal and essential functions of this job. Specific circumstances may allow or require some people assigned to the job to perform a somewhat different combination of duties.

How to Apply:

Submit cover letter, resume and three (3) references to bmatta@amiha.org This position is open until filled.

Work Authorization:

- United States (Required)

Work Location:

- Temecula, California

Benefits Offered:

- Paid time off
- Parental Leave
- Health Insurance
- Vision Insurance
- Dental/Life Insurance
- Pension/401K