



HOPI TRIBAL HOUSING AUTHORITY

Position Classification and Description

P.O. BOX 906 POLACCA, ARIZONA 86042 FAX: (928) 737-9270 PH: (928) 737-2556

Job title	<i>Finance Director</i>
Reports to	<i>Executive Director</i>
Department	<i>Finance</i>
Classification	Type: <i>Exempt</i> Class Code: <i>9410</i>
Range	<i>16</i>

Job Summary

Under direct supervision of the Executive Director, accomplishes the objectives of the Finance and Accounting department by planning, organizing, and managing all functions required to assure maximum return on financial assets, by establishing financial policies, procedures, controls, and reporting systems. Maintains a high level of confidentiality.

Duties and Responsibilities

1. Develops and implements a Strategic Plan for the organization.
2. Develops the Indian Housing Plan with the involvement of the staff and community.
3. Drafts policy and related procedures for Board of Commissioners review and approval; implements policy and regulatory approvals.
4. Supervises, guides, and supports managers and staff; conducts periodic performance reviews and encourages appropriate training for all employees.
5. Responsible for disciplinary actions and terminations of HTHA employees acting in a fair and ethical manner.
6. Prepares and presents monthly reports to BOC and follows through on all assignments in a timely and professional manner.
7. Communicates with local, state and outside agencies and organizations acting as a representative of the Tribe and HTHA.
8. Responsible for the financial stability and accountability of all HTHA program funds.
9. Serves as the principal contact with HUD in administering the terms and conditions of NAHASDA, implementing changes to policy and procedures as revised by HUD.
10. Confers with HUD regarding fiscal and occupancy audits, engineering services and managerial reviews.
11. Serves as the official HTHA representative for special boards, task teams, and housing related organizations; prepares reports for Hopi Tribal Council.
12. Ensures the protections of privileged information, including IT & Security Systems and HTHA property by implementing policy and security systems.
13. Perform other duties as necessary or assigned.

Minimum Qualifications & Requirements

Bachelor's Degree in Public Administration, Business Administration, Construction Management or related field from an Accredited University and at least five (5) years' experience in directly related management or administration position or equivalent combination of education and experience. Master's Degree preferred.

Skills, Knowledge & Abilities

- Skill in planning and organizing projects.
- Skill in understanding and interpreting complex statutes, ordinance, regulations and standards.
- Skill in preparing, reviewing and analyzing operational and financial reports.
- Skill in providing leadership to, supervising, training and evaluation employees.

- Knowledge of NAHASDA, Section 148, Title VII and HIP regulations; applicable state, county, and tribal ordinance governing new development.
- Knowledge of Fair Labor Standards Act.
- Knowledge of HUD accounting practices and budget preparation.
- Knowledge of Hopi culture and village governance systems.
- Knowledge and skill in operating business computers and office machines, including Windows software.
- Knowledge in effective use of Information Technology for existing and future Housing use and information disseminations: such as online applications, program information, community wide announcements, and other public services.
- Ability to communicate effectively, both verbally and in writing.
- Ability to prepare accurate, complete and legible reports and present detailed, accurate and objective oral presentations in response to questions.
- Ability to demonstrate leadership and team building skills with innovation and empathy.
- Ability to maintain confidentiality.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to work independently and meeting pertinent timelines.
- Ability to make solid decisions and exercise independent judgement.
- Ability to define problems, collect data, establishes facts and draws valid conclusions.
- Ability to establish and maintain a professional working relationship with people and organizations.

Supplemental Requirements

- All hires are contingent pending a satisfactory outcome of successful pre-employment screening in accordance with applicable laws, regulations and the Hopi Tribal Housing Authority Personnel Policy
- A valid Arizona Driver's License is required with no DWI/DUI convictions within the last three (3) years. Must be insurable through HTHA's vehicle policy and maintain throughout the duration of employment.
- Must pass a background investigation in accordance with applicable laws and regulations pertinent to Tribal Housing Authorities.
- Must be able to pass pre-employment drug, alcohol and substance screening and randomly throughout term of employment.
- Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act, Title 25, U.S. Code, and Section 472 & 473. The Hopi Housing Authority is committed to equal opportunity without discrimination due to race, sex, religion, color, national origin, marital status, disability and sexual preference.

**ALL COMPLETE APPLICATIONS WITH SUPPORTING
DOCUMENTS MUST BE RECEIVED BY 5:00 PM ON
6 APRIL 2020**