



# BAD RIVER HOUSING AUTHORITY

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P.O. BOX 57 • Odanah, Wisconsin 54861 • (715) 682-2271 • FAX (715) 682-6818

**POSITION: Accounting Manager**

**DEPARTMENT: Administration/Finance**

**HOURLY RATE: \$31,200-\$41,600 DOQ**

**Exempt: Yes.**

**Full Time: 40hrs per week**

**SUPERVISOR: Assistant Executive Director/Executive Director**

**DUTY STATION: Bad River Housing Authority Office**

**PROBATION PERIOD: 90 days**

**Posting Date: In-House**

**Opens: June 19, 2019**

**Closes: June 25, 2019 at 4:30pm**

**Posting Date: In-House**

**Opens: July 1, 2019**

**Closes: Open Until Filled**

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**SUMMARY:** The Accounting Manager will formulate and provide oversight for all accounting and financial-related functions within the organization, assuring all are done in accordance with approved accounting practices, internal controls and provide for accurate and timely reporting of financial status, manages investments, cash flow, reporting, and various accounts.

**ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:**

**Roles:**

- Chief Financial Officer and Advisor; responsible for recommendations on fiscal strategies.
- Oversight of organizational Accounting/Finance Department.
- Supervision and training of accounting staff.
- Attendance at Board/Council meetings; make presentations monthly as a minimum but as necessary.

**Responsibilities:**

- Establish, maintain and monitor a general ledger system. Oversight of data entry by subordinate staff and all posting to GL entries and adjustments in a timely and accurate manner. Analysis of all ledgers, cash receipt, and disbursement journals, payroll, etc.
- Formulate, institute, follow and maintain acceptable accounting practices.
- Responsible for development and maintenance of chart of accounts.
- Responsible for the implementation of adequate internal control systems.
- Provide accurate financial reporting in approved accounting practice format on a monthly, quarterly and annual basis. Maintain comprehensive fiscal reporting to include coordinating the submission of all financial and narrative reports required by outside funding agencies including a balance sheet, a statement of income and expenses; a monthly narrative analysis and monthly report to the Housing Board.
- Responsible for the preparation, departmental data collection and coordination, and submittal of an annual comprehensive budget. Responsible for set-up, monitoring & modifications of all budgets including independent grants, special programs or projects.
- Development of an organization accounting manual standardized written operating procedures within the department; and implementation thereof.

- Manage and reconcile dual computerized accounting (MIP) and tenant accounting systems (HDS) for complete, interconnected and accurate accounting. Development and institution of an efficient, effective bridge between the two.
- Reconciliation of all subsidiary accounts.
- Debt resolution, account receivables.
- Ensuring audits are conducted in accordance with Single Audit Act, research audit findings and develop appropriate action plans. Liaison between the organization and audit firm.
- Develop and manage investments, strategies in accordance with Board and Administration goals.
- Responsible for preparation and issuance of all tax-related documents.
- Responsible for oversight and maintenance of physical and fixed asset inventory.
- Responsible for oversight and maintenance of capitalization and depreciation schedules/records.
- Responsible for management and oversight of individual homeowner interest accounts, including preparation of appropriate statements.
- Other duties as assigned.

#### **OTHER/MISCELLANEOUS**

- Develop, prepare and issue financial forms, reports, templates.
- Collaborate, advise and train Housing Authority staff as needed.
- Comply with all Housing Authority policies and applicable laws, regulations, and guidelines.

**KNOWLEDGE, SKILLS & ABILITY (KSA) REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Minimum Qualifications**

- 2-year degree in Accounting or Finance; 3 years' experience in governmental accounting; 4-year Bachelors' or master's degree preferred.
- Previous supervisory experience preferred.
- Knowledge and use of basic accounting methods and techniques as evidenced by previous work experience/educations,
- Working knowledge of, or ability to learn within 30 days, MIP financial accounting software system, including the security and integrity of the systems required.
- Working knowledge of, or ability to learn within 30 days, HDS (Housing Data System) computerized tenant accounting system.
- Working knowledge of, or ability to learn within 30 days, Alpha computerized timekeeping system.

#### **Skills**

- Excellent interpersonal, communication (written & verbal), and public relation skills for effective communication and collaboration with staff, media, elected officials, contractors, etc. Ability to make effective presentations and ability to communicate fiscal management procedures.
- Excellent customer service skills. Ability to perform customer needs assessments meeting quality standards for service. Possess customer service sensitivity. Use reason even when dealing with emotional topics. Solicit customer (tenant) feedback to improve service. Respond to requests for service and assistance. Maintain focus on conflict resolution, as opposed to blaming. Listen to others without interrupting. Keep emotions under control.
- Capacity to operate effectively under pressure, deadlines. Ability to manage several projects simultaneously, multi-task.
- Ability to establish and implement policy and procedures.
- Computer proficient in the use of microcomputers & software used for effective database, financial management, data analysis, word processing & report generation. Microsoft Office (required), Estimating (preferred), Project Management (preferred) and Inventory (optional).

#### **Abilities**

- Be reliable, and able to perform duties in a timely manner.
- Ability to participate in activities designed to improve and increase skills, including travel to training sessions and successfully complete training programs. Willingness to learn new skills and teach/transfer skills to other staff.
- Ability to maintain strict confidentiality.

- Flexibility & adaptability to be able to roll effectively with change, as circumstances dictate.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

- Ability to routinely lift and/or move up to 50 pounds.
- Ability to operate a computer and other industry related equipment and perform simple repetitive processes.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Sedentary work with some standing and walking required. Occasional lifting up to 25lbs.

**HIRING PREFERENCE:**

• **INDIAN PREFERENCE:** Under Bad River Housing Employment Policy HA 2000.20 Indian Preference Policy Statement, preference will be given in the following order of priority, once a pool of qualified applicants has been determined:

- o Qualified Tribal Member
- o Qualified Indian spouse of a Tribal Member
- o Qualified Other Indian
- o Qualified Non-Indian Spouse of Tribal Member
- o Qualified Non-Indian

**Other Requirements:**

- Subject to successfully passing a background check.
- Categorized as a primary driver, so incumbent must possess and maintain a valid Wisconsin driver's license to maintain employment.
- Must meet eligibility for Bad River Housing Authority automobile insurance.
- Must be bondable.

**Required documents to apply:**

- Completed job application.
- Resume with three (3) references and their contact information, including email addresses.
- Copy of educational transcripts, degree and /or certificates substantiating educational background.
- Copy of any Licenses/Certifications applicant is claiming.
- Completed release of information form for BRHA.
- Completed release of information to conduct a background check (BRT).
- Copy of applicant's tribal identification card; or if your spouse is a tribal member, a copy of his/her tribal identification card.
- Copy of applicant's Driver's License.
- A letter outlining salary range, requirements.

Submit Applications and Resumes to the Bad River Human Resources Office

***Bad River Housing Authority is a drug-free workplace in accordance with the Drug Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribal Policies***