



P.O. BOX 129 • OWYHEE, NEVADA 89832



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DUCKVALLEYHOUSING.ORG



JOB ANNOUNCEMENT

Job Title:	Finance Director	Dept:	Administration
Reports to:	Executive Director	FLSA Status/Grade:	Exempt/Grade 9
Open:	Monday, June 24, 2024	Closes:	Open Until Filled

Applications are available at DVHA or on the DVHA website:

<https://duckvalleyhousing.org/dir/careers/>

Completed applications can be dropped off at DVHA, emailed or mailed to:

Duck Valley Housing Authority
ATTN: Kyle Prior, Executive Director
P.O. Box 129
Owyhee, NV 89832
kyle@dvhousing.org

If you have questions regarding the position, you can call DVHA and speak to Kyle 775-900-4696. All applications must be received by the closing date to be given full consideration. The ED has the right to extend the job posting until the position is filled.

RESPONSIBILITIES:

The Finance Director is responsible for overseeing, evaluating, and directing DVHA Finances, including complex fiscal management and security of assets; management of all monies, funds, and monetary resources; banking, investments, and credit; fiscal forecasting and budgetary projection; and implementation of financial management systems in compliance with Federal standards and OMB's circulars as relates to Tribally Designated Housing Entities receiving Federal and State grants.

Assures the federal decisions are in compliance with the government fiduciary responsibility.

Provides advice and recommendations to the Executive Director, Deputy Director, and DVHA Board of Commissioners to ensure the integrity, reliability, and validity of the financial systems of the DUCK VALLEY HOUSING AUTHORITY.

SUPERVISORY:

The Finance Director receives administrative direction and immediate supervision from the ED, working closely with the established advisory board and Deputy Director. Assignments can be made or prioritized by the ED.

Supervises immediate support staff. May need to oversee and coordinate with contracted certified public accountant (CPA) and/or other accountant/consultant entities.

DUTIES:

The individual displays a positive attitude and maintains a cooperative working relationship with others including subordinates, immediate supervisor, managers, and other employees.

The individual performs all duties and responsibilities in a timely and efficient manner according to established schedules, procedures, and policies.

The individual demonstrates good judgment and suitably reports problems to the immediate supervisor.

Duties:

1. Responsible to ensure check and balances are in place for all fiscal matters, regardless of funding source, accounting system or programmatic status, e.g., Tribal, federal, enterprise, etc.
2. Reviews and evaluates the staffing, policies, procedures, and practices of DVHA financial management system; recommends changes, alternatives, solutions, and additions in order to establish optimum systems.
3. Coordinates with ED and Managers to ensure financial accountability and security of all assets, funds, investments, revenues, grants, and contracts.
4. Provides ED with bi-monthly financial status reports, or as requested.
5. Oversees the development the budgetary process and implementation; reviews the adequacy of computer hardware and makes recommendations as warranted.
6. Development and updating of DVHA Financial Management Policy as needed and develop new financial policies to meet changing needs.
7. Provides financial management advice to the ED; prepares financial reports and status updates for the ED and DVHA Board of Commissioners.
8. Make sound investment recommendations to the ED and DVHA Board of Commissioners.
9. Monitors the performance of investments and create investment reports.
10. Analyze trends in investments to reduce financial risks associated with investment decisions.
11. Have a strong understanding of fiscal policy and investment regulations.
12. Assumes responsibility for the accuracy of records, reports, internal operations, and resolution of problems for all financial functions; provides clear and concise financial interpretations to DVHA Board of Commissioners and key staff members as needed for good financial and/or business decisions.
13. Provides DVHA Board of Commissioners with a complete, accurate and up-to-date financial portfolio of the DVHA.
14. Prepares the audit proposal packet; reviews bids received and makes recommendations on contracts with legal counsel and auditors. Acts as Lead team member in all audits for DVHA and keep abreast of compliance issues, ensure corrective action and make recommendations to address all shortcomings.
15. Research statutes, operations, and policies to improve efficiency, or in response to specific requests; prepares interpretation of same for the Tribal Council.

Additional Duties:

16. Performs a variety of other duties/projects as assigned

KNOWLEDGE AND ABILITIES:

1. Thorough knowledge of the statutes, theories, practices, and methods of governmental accounting, financial management, financial investments, asset controls, credit and monetary resources; Federal fiduciary responsibility to DVHA, Duck Valley Indian Reservation sovereign rights and privileges.

2. Knowledge of financial management systems, and auditing requirements, practices and policies.
3. Some knowledge of computerized accounting tracking systems.
4. Knowledge of administrative management practices and procedures, as well as staffing requirements.
5. Ability to make a firm commitment to ensure the security and protection of DVHA assets.
6. Ability to analyze financial management systems, practices, ordinances, or legislation.
7. Ability to integrate detail into overall organizational concepts, applications, practices, and proposals.

EDUCATION AND EXPERIENCE REQUIREMENTS:

Bachelor's degree in accounting, finance, or public administration with ten (10) years of direct, progressive, responsible financial management experience and five (5) years of supervisory experience.

Knowledge and Abilities:

1. Thorough knowledge of the statutes, theories, practices, and methods of governmental accounting, fiscal management, financial investments, asset controls, credit and monetary resources; Federal fiduciary responsibility to the DVHA and the Duck Valley Indian Reservation sovereign rights and privileges.
2. Knowledge of financial management systems and auditing requirements, practices and policies.
3. Verbal and written communication skills to create reports and present them to others.
4. Some knowledge of computerized accounting tracking systems.
5. Knowledge of administrative management practices and procedures, as well as staffing requirements.
6. Ability to make a firm commitment to ensure the security and protection of DVHA assets.
7. Ability to analyze financial management systems, practices, and protection of DVHA.
8. Ability to analyze financial management systems, practices, ordinances, or legislation.
9. Ability to integrate detail into overall organizational concepts, applications, practices, and proposals.

Special Conditions:

10. Must consent to a background check completed by DVHA.
11. Applications with CV that identify at a minimum ten (10) years of direct, progressive, responsible financial management experience.
12. Five (5) years of supervisory experience.
13. Must submit a valid Drivers License and be insurable.

WORK ENVIRONMENT:

Duties are performed primarily in the office environment. Sitting, stooping, walking, standing, and light lifting are required. This position includes extensive computer use with proficiency in Microsoft word and excel usage.

DVHA is an equal opportunity employer, Indian preference is provided to qualified Indian applicants. To claim Indian preference, tribal ID must be included in the application documents.