****

**Job Vacancy Announcement**

**Job Title: Chief Financial Officer**

**Classification: Exempt**

**Department: Operations/Finance**

**Supervisor: Chief of Operations**

**Opening Date: July 27, 2020**

**Closing Date: August 10, 2020**

**Job Summary**

The Chief Financial Officer protects the assets of LHDME by establishing financial policies, procedures, controls, and reporting systems. Plans, organizes, and supervises all accounting functions required to operate and maintain departmental activities and services. Ensures all accounting functions are maintained in accordance with Generally Accepted Accounting Principles and government accounting standards. Prepares financial reports and forecasts as well as oversees investments of the organization.

**Essential Duties & Responsibilities**

* Maintains the lead and primary role in budget formulation directing all due input from operating officials consistent with all projected goals and objectives, justifications within the budget cycle; rendering all appropriate guidance to ensure all proper and adequate documentation is prepared for the record. At own discretion may establish leeway or latitude and/or plus/minus allowances.
* Monitors the expenditure of allocations consistent with record of justification, assuring that operating official is alerted when over expenditure may be approaching; and as a matter of routine practice reconciles all actual with planned and projected disbursements for justified and identified needs according to LHDME mission, goals and objectives.
* Incumbent serves in consultation with the Chief of Operations, as the authority, both in action and signatory on all official documents with outside entities such as funding agencies; including all correspondence, accountability reports, and meeting of all regulatory and legal requirements. Must always have readily available documentation and other information for impromptu questions from the Tribal Government, Board of Directors and other persons of appropriate authority.
* Performs other duties as assigned.

**Knowledge, Skills & Abilities**

* Knowledge typically acquired through completion of a full four-year bachelors degree program from an accredited college/university in accounting, and all requisite preparation towards completion of the program.
* In addition a thorough and documented period of other prior employment history in subject-matter work requiring the application of knowledge and skill appropriate to the work being performed, with demonstrated clear and unquestionable ability to produce quality work product.
* A thorough working knowledge and documentation thereof the administrative work process in the diversified areas and responsible and responsive action in the enumerated separate activities under the broad umbrella of administration.

**Minimum Qualifications**

* Bachelor’s degree in Finance, Accounting or Business Administration, master’s level preferred.
* CPA certification preferred.
* Seven plus years progressive work experience in accounting/finance activity for multiple grant funded programs.
* Five years experience in the supervisory capacity.
* Equivalent combination of education and experience may be considered.
* Current valid New Mexico Driver’s License with no DWI convictions in the past three years.
* No felony convictions or gross misdemeanors within the past ten years.
* Must be able to successfully pass pre-employment drug test and background investigation.

**Physical Demands**

* While performing the duties of this job, the employee regularly is required to sit; use hand and fingers to handle, or fell; reach with hands and arms, and talk or hear.
* Occasionally required to stand, and walk.
* Must be able to lift 25 pounds or more.
* Must have manual dexterity for manipulating computer and other mechanical equipment keyboards.
* Must have visual acuity for proof reading reports, attention to detail required.

**Work Environment**

* Work is performed in a climate controlled office environment.
* Some exposure to moderate noise level.
* Evening and/or weekend work may be required.

**Job applicants may be subject to COVID-19 testing in the sole discretion of LHDME.**

If interested in applying for this position, please submit application or resume to LHDME, Attn: Winona Bautista, Human Resources Dept., P.O. Box 178, Laguna, NM 87026; or email to:winonab@lagunahousing.org or fax to: 505-552-9409.

LHDME is an equal employment opportunity employer but does provide for Tribal/Indian Preference.