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**Job Vacancy Announcement**

**Position: Controller**

**Opening Date: July 27, 2020**

**Closing Date: August 10, 2020**

**Salary: DOE**

**POSITION OVERVIEW:**

Under the direction of the Chief of Operations (COO), the Controller manages the accounting, procurement/contracting, of the Laguna Housing and Development Management Enterprise. This senior management position will oversee all financial activities of LHDME including preparation of financial reports and forecasts as well as oversee investments of the organization.

**DUTIES AND RESPONSIBILITIES:**

1. Cooperate and coordinate in the implementation of the LHDME Strategic Plan.
2. Implementation of the annual LHDME Self-Monitoring process.
3. Under the supervision of the COO prepares financial reports, including investment reports and statements, special analyses, and information reports; presents recommendations for programmatic and fiscal changes to the COO.
4. Oversees all accounting staff and under the direction of the COO manages the preparation of department and organizational budgets, and oversees annual audit and meets regularly with department heads to keep informed and offer direction.
5. Develop, maintain and monitor budgets for NAHASDA funding and all other funding received by LHDME.
6. Oversee preparation and insure consistency with adopted policies for all reporting requirements of funding sources.
7. Develops implements, interprets, and coordinates the application of finance, accounting, billing, and audit procedures.
8. Oversees and maintains investments in accordance with the adopted investment policies by LHDME.
9. Oversee compliance with adopted procurement policies for LHDME.
10. Serve as manager for implementation of IT infrastructure, develop related goals and provide recommendations on improvements the organizations needs.
11. Attendance and reporting at the LHDME Board of Directors monthly meetings.
12. Performs miscellaneous job-related duties as assigned.

**MINIMUM JOB REQUIREMENTS:**

A minimum of a Bachelors Degree in Accounting or Business Administration, or equivalent from an accredited college and five continuous years of progressively responsible work experience. Familiarity with both public and private funding and financing is required. Familiarity with the MIP accounting software. Must have a valid state driver’s license and be insurable.

All LHDME employees, as a condition of employment are subject to random drug testing.

**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.