

37B Day School Rd.
Santa Ana Pueblo, NM 87004



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"Sustaining the heritage of Tamaya's future through building quality, safe and affordable homes."

POSITION CLASSIFICATION AND DESCRIPTION

POSITION TITLE: Bookkeeping/Planning Development Assistant
CLASSIFICATION: Non-Exempt Full-Time (Max 40 hours per week)
EMPLOYMENT TERM: Start Date: IMMEDIATELY
SALARY: DOE
SUPERVISOR: Executive Director

POSITION SUMMARY

Under the Supervision of the Executive Director, the Development Coordinator is responsible for performing administrative research duties and bookkeeping duties as they relate to operation of the Housing Program. The position requires a high degree of adaptability, professionalism, and exercise of sound judgment in dealing with community members, contractors and the general public and private and public agencies. He/She shall carry out and be subject to THI policies and procedures as required by the Native American Housing Assistance and Self-Determination Act of 1996 (NAHASDA), and as adopted by the THI Board of Directors.

The following list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintain and manage all incoming and outgoing correspondence related to housing development for THI;
2. Develops short and long narratives describing the history, goals development needs of THI; in conjunction with Executive Director.
3. Maintain a filing system for Development and Planning documents in regards to correspondence, purchase requisitions, email communications, contracts and other documents;
4. Prepare purchase requisitions for all development project purchases;
5. Records and tracks invoices, receiving memos/shipping tickets for materials purchased and prepare payment documents to be sent to the accounting department;
6. Assist the Executive Director with Pre-Audit Activities;
7. Prepares account payable & accounts receivable activities by collecting and reconciling payments;
8. Maintains a data base of potential funding through private, public sources and faith based industries;
9. Coordinating video tele-conferencing via video/audio communications for the Executive Director;
10. Attends Board of Directors meetings and other meetings/trainings as directed by the Executive Director;
11. Assist in the preparation of all planning and development reports and presentations for the THI Board of Directors meetings, Tribal Council meetings, Community meetings or as needed;
12. Assist in the preparation of reports, such as master plans, construction plans, parks and recreation plans, capital improvement plans, and other planning documents;
13. Will develop power point presentations for potential projects;
14. Establish and maintains an effective electronic filing and retrieval system via cloud storage;
15. Maintains confidentiality of all privileged information;

16. In the absence of the Executive Director and Program Manager, will perform duties for the continued operation of THI; and
17. Perform other job related duties as assigned.

MINIMUM QUALIFICATIONS

Associates Degree in business administration/bookkeeping or related field and minimum of 2 years work experience in office management, community development, tribal program management, or tribal planning. Must be computer literate. Knowledgeable of computer software, i.e. Windows, Microsoft Word, Excel, QuickBooks Software and Housing Data Systems (HDS) etc. Must possess strong organization capabilities and office management skills. Must be able to type 50-60 words a minute. Operate a variety of office equipment. Possess strong public relations skills to work with staff, community members, tribal programs, tribal administration, and other public and private entities. Possess strong verbal and writing skills. Must have knowledge of Indian Housing planning, development and management desired but not required.

KNOWLEDGE, SKILLS, ABILITIES AND CERTIFICATIONS

- ❖ Knowledge of Business English, spelling, grammar, punctuation and basic math;
- ❖ Knowledge of fundamental statistics and how to interpret them;
- ❖ Knowledge of basic bookkeeping for tribal governments, non-profits, and basic accounting procedures;
- ❖ Knowledge of records, filing management and cloud record management/retrieval;
- ❖ Knowledge of basic social science research methods;
- ❖ Ability to communicate effectively both verbally and in writing;
- ❖ Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with staff of all levels;
- ❖ Ability to represent THI in a professional manner, building respect and confidence;
- ❖ Ability to maintain confidentiality;
- ❖ Knowledge of Microsoft Office software, and specialized software for communication purposes;
- ❖ Ability to handle multiple tasks and meet deadlines;
- ❖ Ability to carry out instructions furnished in verbal or written format; and
- ❖ Ability to work independently with minimal supervision.

PHYSICAL DEMANDS

While performing the duties of this job, the employee regularly as required to sit, use hands to find, handle or feel; reach with hands and arms and talk or hear. The employee frequently is required to walk. The employee occasionally is required to stand, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

Work is generally performed in an office setting with moderate noise level. Some travel will be required for this position.

Submit resumes to Keith.Pike@santaana-nsn.gov

by

Close of Business – Monday September 28, 2020