



SANTO DOMINGO TRIBAL HOUSING AUTHORITY

P.O. Box 10, Santo Domingo Pueblo, NM 87052

(505) 465-1003 / (505) 465-1012 (F)

JOB ANNOUNCEMENT

Position Title: Accountant
Department: Santo Domingo Tribal Housing Authority
Reports to: Finance Officer
Employee Status: Exempt
Salary: Depending on Experience
Opening: April 12, 2021 **Closing:** April 30, 2021

Only complete application packages will be reviewed

JOB SUMMARY:

Under the supervision of the Finance Officer, the Accountant will assist with the accounting and compliance of the grant construction projects. This work includes purchases and procurement in compliance with applicable regulations. In addition, the Accountant may assist with project accounts payable, subcontractor monitoring and payments, payroll including certified payroll review and processing, project costing and other financial records or requirements. Accountant will assure compliance with project specific requirements for all funding sources including any necessary reporting.

DUTIES AND RESPONSIBILITIES: Examples of duties and responsibilities may include:

- Implement procurement and contracting procedures assuring compliance with federal regulations. Ensure competitive processes and Indian preference are followed on all procurement.
- Create inventory tracking procedures and help maintain inventory.
- Establish and maintain vendor accounts. Ensure all required documentation is obtained and correct for any subcontractors or their sub-tier contracts.
- Bi-weekly timesheet review and payroll recording including certified payroll and other required payroll reporting. Verify completeness, accuracy, and timeliness of submissions.
- Submit purchase requests for approval by the Executive Director.
- Administratively coordinate both open and closed bid processes including RFPs, contracts, bonds, etc. Ensure procurement documentation is obtained and maintained in the files.
- Maintenance of orderly files at the projects on correspondence, contracts and change orders, vendor agreements, bid documents, certified payrolls, monthly progress meetings, etc. Ensure contract files follow federal regulations.

- Assist with the necessary approvals and coding of all expenditures in relationship to the project (including payroll and contractor/vendor payments).
- Assist as needed with the weekly payroll processing including review of timesheets for completeness and accuracy. Obtaining all required paperwork to input and process new employees. Keep documentation of positions filled by employees and assist in the verification of Davis Bacon requirements. As needed, assist in the payroll processing.
- Verify that all invoices and contractor payments are accurate, complete, and supported by adequate documentation. Verify that goods or services were received. Review project coding and make necessary corrections.
- Work with construction project supervisors to ensure that project budgets are complete, and any necessary modifications are processed and approved.
- Understand and document reporting requirements for the project. Verify that all required reports are prepared and submitted in an accurate and timely manner.

ESSENTIAL JOB FUNCTIONS:

- Establish and maintain effective working relationships with vendors, contractors, construction personnel, as well as internal staff including but not limited to Executive Director, Finance Officer, Capital Improvements Manager, Tenant Services Manager, and administrative personnel.
- Perform other related duties as needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the purposes, policies, and regulations of SDTHA as established by the Board of Commissioners.
- Knowledge of Housing and Urban Development regulations and processes as related to construction projects and federal funding.
- Knowledge of the objectives, programs, budgetary needs, and organizational structure of SDTHA and the construction project.
- Knowledge of report preparation techniques.
- Knowledge of general procurement standards required for construction and rehabilitation/modernization projects. Ability to learn and apply SDTHA's procurement policy to projects.
- Knowledge of accounting principles for grants and contracts according to federal regulations. Ability to review accounting records and documents for accuracy, completeness, and compliance.
- Accounting abilities including procurement, payroll, accounts payable, inventories, invoicing, general ledger entries and reporting.

SUPERVISORY RELATIONSHIPS:

The Accountant reports to and receives general direction from the Finance Officer. Generally, this position does not have a supervisory role within the organization but actively participates in team meetings discussing overall management issues. He/she will show initiative in carrying out assigned duties and responsibilities in a professional and businesslike manner, consistent with SDTHA policies and Federal program requirements.

MINIMUM QUALIFICATIONS:

- Possession of a bachelor’s degree or completion of a minimum of five (5) years of employment in procurement, project management, accounting, or related field. Related experience may substitute for education.
- Understanding of federal regulations relating to grants and contracts is preferred.

SPECIAL REQUIREMENTS:

- Possession of a valid New Mexico Driver's License.
- Capacity to be insured under SDTHA's vehicular liability insurance policy.
- Must successfully pass a pre-employment drug and alcohol screening test and be willing to submit to a criminal background check.

PHYSICAL DEMANDS:

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

WORK ENVIRONMENT:

Work is generally performed in office setting with moderate noise level. Evening, weekend, and/or holiday work may be required from time to time, depending on deadlines. Work may also require deliveries of bank deposits and out of office errands related to the position including interaction at the construction project site.

Submit Letter of Application, Resume and SDTHA Employment Application to:

Brook B. Kristovich, Executive Director
Santo Domingo Tribal Housing Authority
P.O. Box 10
Santo Domingo Pueblo, NM 87052
bkristovich@sdtha.org

Applicants missing any one of the required submittals will not be considered.

Santo Domingo Pueblo/Native Preference Shall Apply