



Ho-Chunk Nation

Job Description

TITLE: HOUSING FINANCIAL DIVISION MANAGER		JOB CODE: HFDM
GOVERNMENT		EEO: 2
FLEX	EXEMPT	PAY GRADE: 12
FUNDING SOURCE: NPD		HO-CHUNK PREFERENCE

“All employees are subject to the Drug, Alcohol and Controlled Substance Policy.”

All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K

POSITION OVERVIEW

The Housing Financial Manager oversees the Fiscal Division within the Department of Housing. Ensures that all department divisions remain in compliance with tribal regulations and policies.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Daily supervision of no less than two Junior Accountant positions.
2. Apply knowledge of accounting theory and specific program or division requirements to manage the general ledgers for an assigned group of funds on a daily basis. Abide by 5 HCC § 5 (Finance Manual)
3. Work cooperatively with tribal programs and/or Treasury financial personnel who are not part of the Department of Housing to effectuate correct and consistent central recording of financial transactions, on a daily basis.
4. Monitor budget variances and verify that transactions comply with Ho-Chunk policy and any applicable contract requirements, both formally and substantively on a daily basis. Abide by 2 HCC § 4 (Appropriations and budget process Act)
5. Recommend corrections of any deficiencies in internal control or accounting procedures that exist at the site of the program on a daily basis.
6. Prepare journal entries for non-cash transactions such as accruals, reconciliations, and month end adjustments, on a daily, weekly, monthly, and annual basis.
7. Provide budget information and reports to Department of Housing Managers as it applies to their respective budgets, on a monthly, quarterly and annual basis.
8. Prepare, enter, and track budget mods for all Housing divisions on a weekly basis, must abide by the Budget Modification SOP Guidelines set by Office of the President.
9. Prepare Ho-Chunk budgets with the assistance of Division Managers for the Department of Housings various divisions, within the specified spending limits, and submit to the Executive Director for approval, on an annual basis. To be completed by the timelines given by Office of the President each fiscal year.
10. Prepare and submit monthly, quarterly, and annual financial reports of all divisions of the Department of Housing and respective funding agencies.
11. Maintain and verify inventory lists for divisions and report it to Treasury on an annual basis, by the end of each fiscal year. Disposals will be completed on an annual basis. Abide by 5 HCC § 8 (Asset Management Policy Manual)
12. Plan, implement, and evaluate policies and procedures for the Fiscal Division on a daily basis
13. Develop and update accounting process manuals by January 31, 2018 for various department procedures and review annually.
14. Perform other lawful duties as assigned and relevant to this job description.

JOB RESPONSIBILITY

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	Develops policy and strategic plans, Develops strategic plans and interprets policy, Implement operating plans.
Supervisory Accountability	Supervises associates below supervisory level.
Organizational Accountability	Manages sub-unit of a department, Managers work group within a sub-unit of a department.
Financial Accountability	Manages operating budget, Approves expenditures, Monitors expenditures.
Customer Accountability	Interfaces with officials and executives, interfaces with regulatory authorities, interfaces with outside customers, interfaces with inside customers.
Freedom to Act	Sets broad policies and objectives, operates with significant independence, subject to general input from supervisor, subject to regular review by supervisor

MINIMUM QUALIFICATIONS

EDUCATION:

1. Bachelor’s degree in Accounting or related field is required.

ESSENTIAL:

1. No convictions of any felony or for a misdemeanor involving dishonesty, or breach or public trust.
2. Valid driver’s license, dependable transportation, and proper insurance.

EXPERIENCE:

1. Four (4) years’ experience in financial and accounting procedures is required.
2. Expertise in working with tribal, federal, and state financial policies and procedures is preferred.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Strong understanding of accounting theory, principles and practices.
2. Familiarity with relevant FASB (Financial Accounting Standards Board) and GASB (Governmental Accounting Standards Board).
3. Knowledge of federal and tribal grants and contract proposal process is preferred.
4. Possess excellent decision-making and leadership skills, counseling, and interpersonal relations.
3. Possess the knowledge about the goals, objectives, and standard operating procedures for the various divisions of the Department of Housing.
4. Ability to communicate orally and in written form effectively.
5. Ability to maintain confidentiality and follow directions and procedures.
6. Ability to multi-task.
7. Proficiency with accounting applications, spreadsheets, and word processing.
8. Develop professional skills through personal and tribal-supported continuing education.
9. Maintain a filing system.

WORK PLACE RESPONSIBILITY

1. Maintains a safe and healthy work place environment.
2. Receptive to cross training and rotation in assignments of funds to be managed.
3. Deal directly with programs or Treasury financial personnel who are not part of the Department of Housing to effectuate correct and consistent central recording of financial transactions on a daily basis.
4. Correspond with the general public, departments, employees, and Ho-Chunk members with tact, courtesy, respect, objectivity, and maturity.

WORKING CONDITIONS

1. Work in an office setting.
2. Occasional travel required.
3. See physical demands worksheet.