



Housing Finance Specialist

Job Description

Department: Upper Sioux Community Housing Authority

Reports To: Housing Director

Employment Status: Full-Time; Non-Exempt

Salary: Negotiable, based on qualifications and experience

Position Summary

Upper Sioux Community Housing Authority (USCHA) Finance Specialist is responsible for funds received from State and federal agencies each with their own set of regulations. The qualified USCHA Finance Specialist will have the responsibility to keep records of financial transactions for the USC IHA as well financial reporting, accounting journal/ledger entries and assisting with any internal/external audits of the Upper Sioux Community Housing Authority programs as well as producing mortgage/loan reports such as amortization schedules and loan payoff reports.

Essential Duties & Responsibilities

Include, but are not limited to:

- Prepares checks for disbursement from several housing accounts, securing appropriate signatures and preparing payments for mailing.
- Reconciles and balances all Housing program accounts.
- Verifies, allocates, and posts details of business transactions to subsidiary accounts in journals or computer files from documents such as sales slips, invoices, receipts, check stubs, and computer printouts.
- Summarizes details in separate ledgers or computer files and transfers data to general ledgers.
- Compiles reports to show statistics such as cash receipts and expenditures, accounts payable and receivable, profit and loss, and other items pertinent to operation of business. Prepares written financial reports on a pre-determined schedule for presentation to appropriate recipients.
- Computes, types, and mails monthly statements to clients as appropriate and assigned by the Housing Director.
- Completes records to or through trial balance. Completion and submission of required program reports (financials with narratives where applicable) to the U.S. Department of Housing and Urban Development (HUD)/Office of Native American Programs (ONAP), the Minnesota Housing Finance Agency (MHFA) and participate with audit preparations.

Knowledge, Skills & Abilities

- Ability to read, interpret, and apply information from financial audits, contracts, budgets, policies, and other financial or program-related documents.
- Ability to prepare clear and accurate reports, business correspondence, and procedural documentation.
- Ability to effectively present information and respond to questions from the Housing Director, Housing Commissioners, community members, clients, and other stakeholders.
- Strong mathematical and analytical skills, including the ability to calculate and interpret amortization schedules, loan payoff statements, interest, percentages, ratios, and other financial data.
- Ability to create and interpret charts, graphs, and related financial reports.
- Ability to follow written, verbal, and diagram-based instructions while exercising sound judgment and attention to detail.
- Self-motivated and able to work independently with minimal supervision while maintaining accuracy and productivity.
- Ability to safely lift and move up to 25 pounds as required.

Interpersonal Skills, Knowledge & Qualifications

- Ability to follow direction and maintain strict confidentiality when handling sensitive, privileged, and financial information.
- Ability to work effectively with a diverse population and interact with community members, clients, and the public in a professional and respectful manner.
- Excellent written, verbal, and interpersonal communication skills.
- Ability to work cooperatively with tribal members, Housing Authority clients, employees of the Upper Sioux Community, Prairie's Edge Casino Resort, and representatives of public and private organizations.
- Knowledge of Upper Sioux Community and Dakota history is preferred.

Education & Experience

- Associate degree in accounting or a related field preferred; equivalent combination of education and experience may be considered.
- High school diploma or GED required.
- Minimum of two (2) years of accounting, bookkeeping, or related financial experience.
- Proficiency in Microsoft Office applications, including Excel, and experience with accounting software such as QuickBooks.
- Experience with Trakker software is preferred.
- Previous experience working in Native American housing programs or tribal housing organizations is preferred.

Additional Requirements

- Must possess a valid Minnesota Driver's License and current insurance.
- Must be willing and able to attend training off-site and occasionally out of state for more than a day at a time as necessary or required.

- Must be willing to submit to a background check and a pre-employment drug test as well as random drug testing if employed.
 - Salary is dependent upon experience/education.
 - If applying under Native American Indian Preference, the candidate must be fully qualified for the position.
 - Applicants must be eligible to be bonded.
-

How to Apply

Please submit a resume and employment application to:

Contact:

Hunter Peterson

Upper Sioux Community Housing Authority

PO Box 147 | 5722 Travers Lane | Granite Falls, MN 56241

Email: hunterp@uppersiouxcommunity-nsn.gov

Phone: (320) 564-3853

DISCLAIMER

This job description is not intended to be an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the position. It is designed to accurately reflect the current role; however, management and the Upper Sioux Board of Trustees reserve the right to revise the duties or to assign additional tasks as necessary. Changes may occur due to circumstances such as emergencies, personnel adjustments, workload demands, priority shifts, or technological developments.