



P.O. Box 620
Pueblo of Acoma, NM 87034

"Providing Safe and Affordable Housing Opportunities"

Phone: (505) 552-7528
Fax: (505) 552-9093

VACANCY ANNOUNCEMENT

POSITION: Finance Manager
CLOSING DATE: Open Until Filled
LOCATION: Pueblo of Acoma Housing Authority (PAHA)
RATE OF PAY: \$DOE

SUMMARY

Work is performed under the general direction of the Executive Director of the Pueblo of Acoma Housing Authority (PAHA). Works closely with all the PAHA staff to maintain and manage an efficient accounting system. Complies with federal and other regulatory laws, regulations and practices pertaining to financial matters, including GAAP. Knowledge of basic accounting concepts and principles. Examines accounting records to verify accuracy, determine appropriate adjustments and special entries. Assists with the preparation of the Annual Indian Housing Plan (IHP) and the Annual Performance Report (APR). Performs other duties as assigned. For more information contact the PAHA at 505-552-7528 or email at paha@acomahousing.org.

QUALIFICATIONS

Bachelor's Degree in Accounting, Finance preferred. Knowledge of the Indian Housing Block Grant (IHBG) Program and Low-Income Housing Tax Credit (LIHTC) program, or related field; plus, four (4) years of progressive experience in accounting, preferably within a tribal government and Indian Housing. An equivalent combination of education and experience, totaling four (4) years that provide the capabilities to perform the described duties will be accepted.

LICENSE/CERTIFICATION REQUIREMENTS

Must have a valid state driver's license and be insurable.

Applications may be picked up at the Pueblo of Acoma Housing Authority office located at 6A Sunrise Road or on our website at www.acomahousing.org. Application can be hand delivered to the main office; mailed to Attn: Executive Director, P.O.Box 620, Pueblo of Acoma, New Mexico 87034; fax to (505) 552-9093 or email to paha@acomahousing.org. The Pueblo of Acoma is located approximately 65 miles west of Albuquerque and 15 miles east of Grants.

** Resumes are encouraged but not in lieu of a completed employment application.*

** The Pueblo of Acoma Housing Authority is an equal opportunity employer; all applications will be considered; Acoma Tribal Member and/or Native American Preference Applies.*

** Pre-Employment drug screening will be required.*