

POSITION DESCRIPTION

In-house Certified Public Accountant

This position is an integral part of the Finance Department of the Salish and Kootenai Housing (Housing Authority). This position is a full-time contract position and is under the general supervision of the Finance Manager, and shall receive all employee benefits awarded full-time Housing Authority employees.

Responsibilities include but are not limited to:

- Preparation of all financial statements for the Housing Authority and Limited Partnerships
- Preparation of quarterly financial reports to the Housing Authority Board
- Maintain knowledge of and ensure full compliance with GAAP and GASB accounting functions and all changing financial regulations
- Maintains the integrity of general ledger accounts through account reconciliations and analysis.
- Timely year-end closing of general ledger
- Preparation of Cash Flow Statements
- Preparation of annual report, SEFA and MD&A
- Preparation of audit lead sheets and supporting documents for annual audit
- Work closely with Auditors
- Preparation of annual Indirect Cost Plan
- Create and update Navision financial report templates and chart of accounts
- Set up data relationship controls, dimensions and distribution codes in Navision software
- Work with department managers to develop the annual budget and enter into the computer system
- Maintain Fixed Assets records
- Cross-train with the Finance Manager
- Monthly review of bank reconciliations
- Assist Finance Manager with policy development and monitoring of internal controls
- Calculate annual Reserve Account minimums
- Review & approve coding for all purchase invoices
- Maintain spreadsheets for Inspector Logs.
- Review and approve financial postings and oversee all monthly journal entries
- Provide financial guidance and support for department heads and finance staff
- Maintain CPA license in good standing

Qualifications:

- Active Montana CPA license in good standing
- A minimum of five years of experience in governmental or non-for-profit accounting
- Ability to clearly communicate both verbally and in writing
- Must be highly organized with strong attention to detail
- Must have strong knowledge of GAAP, GASB and relevant federal and state law
- Must have working knowledge of 2 CFR Part 200
- Must be highly proficient in Microsoft Word and Excel
- Must be able to communicate in a clear and concise manner, both oral and written
- Must have the ability to work with little supervision, and exercise independent judgment.
- Ability to work independently and as part of a team
- Must have the ability to analyze, review, and complete reports within specific deadlines
- Experience with a Tribally Designated Housing Entity preferred
- Experience with Microsoft Navision software preferred