ISLETA PUEBLO HOUSING AUTHORITY

POSITION DESCRIPTION

POSITION:	Accounting Manager
PAY GRADE:	E9
SALARY RANGE:	$80,100.80 to $112,153.60 Salary
FLSA STATUS:	Exempt
EMPLOYMENT STATUS:	Full-Time
DEPARTMENT:	Finance
REPORTS TO:	Executive Director
SUPERVISION RESPONSIBILITIES:	Yes

POSITION PURPOSE

The Accounting Manager is responsible for managing the day-to-day financial operations of the Isleta Pueblo Housing Authority (IPHA), including budgeting, accounting, financial reporting, cash management, internal controls, and financial recordkeeping. This position supports IPHA's mission, housing programs, construction and rehabilitation activities, homeownership initiatives, and daily business operations by ensuring that financial activities are accurate, timely, properly documented, and consistent with established policies and procedures.

The Accounting Manager coordinates financial reporting, budget monitoring, accounts payable and receivable, bank reconciliations, audit preparation, payroll-related accounting, and financial compliance. This position works closely with the Executive Director, department managers, Human Resources, external auditors, financial institutions, funding agencies, vendors, and other authorized stakeholders to support responsible financial management and the effective use of IPHA's resources.

The Accounting Manager is expected to maintain accurate financial records, monitor expenditure and budget variances, implement established internal controls, identify and report financial discrepancies, and ensure that financial practices comply with applicable requirements, funding conditions, contractual obligations, and IPHA policies and procedures.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

1. Financial Management and Administration

- Manage the day-to-day financial operations of IPHA in accordance with approved policies, procedures, budgets, and delegated authority.
- Implement established financial policies, procedures, reporting practices, and internal controls.
- Monitor financial activity, operating costs, revenue, expenditures, and available resources.
- Prepare financial analyses and recommendations to support management decisions.
- Identify financial discrepancies, operational inefficiencies, and potential budget concerns and bring them to the attention of the Executive Director.
- Ensure financial transactions are properly authorized, accurately recorded, and supported by appropriate documentation.
- Maintain organized financial records and documentation for management review, audits, and reporting requirements.
- Assist the Executive Director with financial planning, financial projections, and other financial management activities as assigned.

2. Budget Development and Administration

- Coordinate the preparation of IPHA's annual operating and capital budgets.
- Work with department managers to gather budget requests, projected expenditures, revenue estimates, and supporting documentation.
- Monitor actual expenditures against approved budgets and identify significant variances.
- Prepare monthly budget-to-actual reports and explain material differences between budgeted and actual amounts.
- Monitor program budgets, construction expenditures, housing rehabilitation costs, and other project-related expenses.
- Identify potential funding shortfalls, overspending, and opportunities to improve financial efficiency.
- Assist department managers with budget questions and financial reporting requirements.
- Prepare budget amendments, transfers, and adjustments for review and approval by authorized personnel.
- Maintain records of approved budgets, revisions, and supporting documentation.

3. Accounting and Financial Reporting

- Manage and coordinate general accounting activities, including accounts payable, accounts receivable, general ledger maintenance, and bank reconciliations.
- Coordinate monthly, quarterly, and year-end closing activities.
- Prepare or coordinate the preparation of monthly, quarterly, and annual financial statements and management reports.
- Review journal entries, account reconciliations, financial schedules, and supporting documentation for accuracy and completeness.

- Ensure financial transactions are properly classified, recorded in the correct accounting period, and supported by appropriate documentation.
- Monitor outstanding receivables, payables, and other financial balances and coordinate the resolution of discrepancies.
- Maintain accurate accounting records in accordance with applicable accounting standards, funding requirements, and IPHA procedures.
- Ensure financial reports are completed and distributed within established deadlines.
- Maintain financial documentation in accordance with applicable record-retention requirements and IPHA policies.

4. Cash Management and Banking

- Monitor cash balances, cash receipts, disbursements, and anticipated cash requirements.
- Prepare cash flow reports and forecasts to assist management with financial planning.
- Coordinate banking activities, deposits, electronic transfers, and payment processing in accordance with established authorization procedures.
- Maintain accurate records of bank accounts, authorized signatories, and banking access, subject to appropriate approval.
- Monitor bank fees, interest earnings, and other financial service expenses.
- Ensure bank reconciliations are completed accurately and timely and reviewed by an appropriately authorized individual.
- Identify and report unusual transactions, discrepancies, and potential risks involving IPHA funds.
- Maintain appropriate separation of duties for cash handling, payment authorization, transaction processing, and account reconciliation.

5. Internal Controls and Financial Risk Management

- Implement and monitor established internal controls designed to protect IPHA funds, financial assets, records, and property.
- Follow established procedures for financial approvals, purchasing, reimbursements, credit card transactions, payment authorization, and cash handling.
- Verify that financial transactions comply with delegated approval authority and applicable IPHA policies.
- Monitor compliance with financial documentation and reconciliation requirements.
- Identify and promptly report suspected fraud, waste, abuse, conflicts of interest, unauthorized transactions, or other financial irregularities through appropriate channels.
- Assist management with reviewing and resolving financial control deficiencies.
- Maintain appropriate access restrictions for accounting systems and confidential financial records.
- Protect confidential banking, payroll, employee, vendor, contractual, and organizational information.
- Recommend improvements to financial controls and procedures when deficiencies or risks are identified.

6. Audits and Financial Compliance

- Coordinate the preparation of financial records and supporting documentation for annual audits and other authorized financial examinations.
- Serve as a primary finance contact for external auditors, as assigned.
- Prepare and provide requested financial schedules, reconciliations, account details, invoices, and other supporting records.
- Assist with tracking audit findings, recommendations, and corrective action items.
- Monitor compliance with applicable accounting standards, funding conditions, contractual obligations, and IPHA financial policies.
- Maintain documentation supporting expenditures, reimbursements, funding requests, and grant-related transactions.
- Assist with required financial reports for funding agencies and other authorized parties.
- Communicate audit concerns, reporting discrepancies, and potential compliance issues to the Executive Director.
- Support the timely resolution of audit requests and financial reporting deficiencies.

7. Grant, Program, and Housing Project Financial Administration

- Monitor financial activity associated with IPHA housing programs, construction projects, rehabilitation activities, and homeownership initiatives.
- Review project budgets, invoices, payment requests, change orders, and expenditure reports for financial accuracy and budget compliance.
- Coordinate with construction, maintenance, homeownership, and other departments to obtain project financial information.
- Track funding sources, restricted funds, program expenditures, reimbursements, and applicable matching requirements.
- Maintain documentation demonstrating that restricted funds are used for authorized purposes.
- Monitor project expenditures against approved budgets and report potential overruns or funding concerns.
- Assist with preparing financial information for grant applications, funding requests, and program reports.
- Support management in evaluating project costs and monitoring the financial status of housing initiatives.
- Ensure project-related financial records are maintained and available for review.

8. Payroll and Employee-Related Financial Administration

- Coordinate the accounting and financial reporting associated with payroll expenses, deductions, employer contributions, and payroll liabilities.
- Work with Human Resources and designated payroll personnel to ensure payroll information is properly authorized, recorded, and reconciled.
- Reconcile payroll expense reports, payroll liabilities, and related general ledger accounts.
- Monitor the timely recording and reconciliation of payroll taxes, employee deductions, benefit expenses, and retirement contributions.

- Coordinate the resolution of payroll accounting discrepancies with Human Resources, payroll personnel, and external service providers.
- Maintain appropriate separation between Human Resources functions, payroll processing, payroll approval, payment authorization, and financial reconciliation.
- Ensure payroll-related financial records are accurate, properly documented, and maintained in accordance with established requirements.
- Protect confidential employee compensation, banking, tax, and benefits information from unauthorized access or disclosure.

9. Accounts Payable, Procurement, and Vendor Payments

- Manage accounts payable activities, including invoice processing, payment schedules, vendor records, and expense documentation.
- Verify that payment requests are supported by appropriate invoices, purchase orders, contracts, receiving documentation, or other required approvals.
- Ensure payments are processed in accordance with established procedures and authorized payment terms.
- Monitor outstanding invoices and coordinate timely payment of legitimate obligations.
- Maintain controls to help prevent duplicate payments, unauthorized purchases, improper reimbursements, and payment fraud.
- Coordinate with department managers and procurement personnel to verify financial documentation and budget availability.
- Ensure vendor banking information and payment instructions are verified through established procedures before changes are implemented.
- Maintain accurate vendor payment records and supporting documentation.
- Report discrepancies, disputed invoices, and potential payment irregularities to the appropriate authorized personnel.

10. Financial Systems and Process Improvement

- Manage the day-to-day use of IPHA's accounting and financial management systems.
- Maintain accurate financial data, account classifications, reporting schedules, and supporting documentation.
- Ensure system access and user permissions are maintained in accordance with authorized responsibilities.
- Prepare standardized financial reports, reconciliation schedules, and documentation procedures.
- Identify opportunities to improve the accuracy, efficiency, and timeliness of financial processes.
- Coordinate with information technology personnel and software vendors to resolve accounting system issues.
- Assist with implementing approved financial procedures, reporting tools, and system improvements.
- Maintain appropriate safeguards for electronic financial records and confidential information.

11. Supervision and Interdepartmental Coordination

- Supervise assigned finance and accounting personnel, as applicable.
- Assign work, establish performance expectations, monitor work quality, and provide feedback.
- Identify training needs and support staff development.
- Coordinate with the Executive Director, Human Resources, construction, maintenance, homeownership, and other departments on financial matters.
- Explain financial reports, budget variances, and accounting requirements to management and authorized personnel.
- Maintain professional working relationships with auditors, banks, vendors, funding agencies, consultants, and other external partners.
- Attend budget meetings, management meetings, audit meetings, and other meetings as assigned.
- Elevate significant financial concerns and decisions requiring executive approval to the Executive Director.
- Perform other related duties as assigned by the Executive Director.

MINIMUM QUALIFICATIONS/REQUIREMENTS

Education

- Bachelor's degree in Accounting, Finance, Business Administration, or a closely related field required.
- A Certified Public Accountant (CPA), Certified Management Accountant (CMA), or other relevant professional certification is preferred.

Experience

- Minimum of five (5) years of progressively responsible experience in accounting, finance, financial reporting, or a related field.
- Experience working within a tribal government, tribal organization, Tribal Housing Authority, or other governmental entity is preferred.
- Experience with tribal government financial operations, budgeting, financial statements, cash management, account reconciliations, and internal controls is preferred.
- Demonstrated experience coordinating audits, maintaining accurate financial records, and monitoring compliance with financial policies, procedures, and applicable regulatory requirements.
- Experience with grant-funded programs, government-funded programs, housing programs, construction accounting, or nonprofit financial management is preferred.
- Familiarity with tribal government operations, federal funding requirements, grant compliance, and financial reporting requirements is preferred.
- Supervisory or team-lead experience is preferred.
- Experience with accounting software, financial reporting systems, and spreadsheet applications is preferred.

PREFERRED QUALIFICATIONS

- Tiwa speaking preferred.
- Experience working with tribal housing organizations or programs serving tribal communities is preferred.
- Experience with financial administration involving restricted funds, grant funding, construction projects, or housing rehabilitation is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of accounting principles, financial reporting, budgeting, and financial management practices.
- Ability to prepare, analyze, and explain financial statements, budget reports, and account reconciliations.
- Knowledge of internal controls, audit procedures, financial risk management, and compliance practices.
- Ability to monitor multiple budgets, funding sources, programs, and projects simultaneously.
- Strong organizational, analytical, problem-solving, and time-management skills.
- Ability to identify discrepancies, investigate financial issues, and recommend appropriate corrective action.
- Ability to follow established procedures, delegated approval authority, and financial controls.
- High degree of integrity, discretion, accountability, and professional judgment.
- Ability to safeguard confidential financial, employee, vendor, and banking information.
- Proficiency in accounting software, such as Sage Intacct, spreadsheets, financial reporting tools, and Microsoft Office 360 applications.
- Ability to communicate professionally with executive leadership, department managers, auditors, funding agencies, vendors, and external partners.
- Strong written and verbal communication skills.
- Ability to meet deadlines, manage competing priorities, and maintain accuracy in a fast-paced work environment.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

- Work is primarily performed in an office environment.
- The position requires extended periods of computer use, reviewing financial records, preparing reports, and participating in meetings.
- Occasional travel may be required to attend required conferences, professional development opportunities, continuing education, training, audits, meetings, banking matters, or other official business.
- Occasional overnight travel may be required depending on the location and duration of conferences, training, or other work-related events.
- Occasional evenings or special meetings may be required to support budget reviews, Board meetings, audits, or organizational priorities.

CONFIDENTIALITY AND PROFESSIONAL STANDARDS

The Accounting Manager has access to confidential financial, banking, payroll, employee, vendor, contractual, and organizational information. The Finance Manager must maintain strict confidentiality, follow IPHA policies and procedures, use information only for authorized business purposes, and promptly report suspected fraud, unauthorized disclosures, financial irregularities, or internal control deficiencies through appropriate channels.

TRIBAL PREFERENCE

Tribal and Native American Indian preference shall apply to all positions at Isleta Pueblo Housing Authority, in accordance with applicable IPHA hiring policies and procedures.

WHY JOIN ISLETA PUEBLO HOUSING AUTHORITY

Join the **Isleta Pueblo Housing Authority (IPHA)** and make a meaningful impact on the community you serve. This position provides an opportunity to support IPHA's mission by helping maintain sound financial practices, strengthen accountability, and ensure that resources are managed responsibly to support housing and community development.

As **Accounting Manager**, you will play an important role in managing financial operations, monitoring budgets, preparing financial reports, and maintaining effective accounting procedures and internal controls. You will work closely with the Executive Director, management team, and other departments to support informed decisions, accurate financial reporting, and the responsible use of organizational resources.

We are looking for a detail-oriented and dependable financial professional who takes ownership of assigned responsibilities, demonstrates strong analytical and organizational skills, and is committed to accuracy, integrity, accountability, and continuous improvement.

At IPHA, your work goes beyond accounting and financial reporting. You help ensure that organizational resources are managed effectively to support housing programs, improve housing opportunities, and contribute to the continued growth and well-being of the Isleta Pueblo Tribal Members.

Join the **Isleta Pueblo Housing Authority and help strengthen our financial operations while supporting a stronger community.**

Apply today to join our team as Accounting Manager.