

JOB OPENING ANNOUNCEMENT

Job Title: Financial Analyst

Report To: Comptroller

Department: Tribal Housing

Job Vacancy: YAN-24-006

Status: Full-Time; Non-Exempt

Starting Wage: DOE

Opening Date: 1/8/2024

Closing Date: 1/19/2024

POSITION DESCRIPTION:

This position provides a wide variety of financial accounting and administrative support activities for the Yavapai-Apache Nation Tribal Housing Department.

QUALIFICATIONS:

- Prefer four (4) years accounting or related field degree with at least two (2) years accounting experience in general ledger activities.
- Intermediate to advanced Excel spreadsheet knowledge.
- Experience in closing out financial information on a monthly basis.
- Fund/governmental and project accounting experience helpful.
- Personal Computer skills and able to operate various office equipment such as fax, copier, etc.
- Must work well with others i.e., staff and other housing clients.
- Must have a valid Arizona Driver License and insurable with the Yavapai-Apache Nation's insurance policy and maintain insurable throughout the duration of employment.

DUTIES AND RESPONSIBILITIES:

- Maintain all accounting activity and records for the Low-Income Housing Tax Credit Program. Work closely with the outside CPAs on the Tax Credit program.
- Prepare general ledger journal entries, attain proper approvals and authorizations and enter data into the Housing financial database.
- Prepare contracts for construction projects. Assist with contractors regarding payments/charge irregularities. Prepare Davis-Bacon reports as required by HUD.
- Maintain a positive working relationship with current and potential low-income housing tax credit investors and professionals.
- Close the HDS Housing program monthly and prepare the accounts receivable journal entry. Make adjusting entries to the HDS housing program as required.
- Prepare and analyze expenditures, monthly revenue and expense reports for various Housing programs.
- Prepare monthly reimbursement report between Housing and the Administration Finance Department.
- Prepare the weekly and bi-weekly payrolls utilizing the ADP payroll system.
- Maintain all payroll files.

- Prepare related payroll reports and payables. Work closely with the Comptroller on payroll related activities and processing.
- Reconcile multiple Housing bank accounts on a monthly basis.
- Maintain BIA “638” Home Improvement Program, accounting activity and program records.
- Assist the Comptroller in maintaining historical data files for budgeting monthly financial closing activities and HUD reporting.
- Maintain all housing insurance records and work with Housing personnel and insurance carrier on insurance claims.
- Maintain all Housing vehicle records and related reports.
- Other accounting/administrative tasks as assigned.

Physical Requirements

The employee must occasionally lift and/or move up to ten (10) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms.

How to apply: Please submit your resume and application to:
Yavapai-Apache Nation / Human Resources
2400 W. Datsi / Camp Verde, AZ 86322
P: 928-567-1062 / Fax: 928-567-1064
www.yavapai-apache.org

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**