



# COLVILLE INDIAN HOUSING AUTHORITY

P.O. BOX 528 • Nespalem, WA 99155

509.634.2160 (f) 509.634.2335

Washington Relay No. for Hearing Impaired 1.800.833.6388

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## JOB ANNOUNCEMENT

**POSITION:** Chief Financial Officer  
**SALARY RANGE:** \$75,000 - \$85,000 per year DOE/DOQ  
**STATUS:** Exempt  
**REPORTS TO:** Executive Director  
**SUPERVISES:** Accountant, and Purchasing Procurement Officer

**BASIC FUNCTIONS:** The Chief Financial Officer is responsible for the efficient direction and evaluation of the Finance Department of the Colville Indian Housing Authority, consistent with applicable CIHA policies and Federal requirements. He/she will be responsible for financial reporting of tax credit projects under management. He/she is responsible for ensuring the coordination and completion of all phases of financial issues of the CIHA which include: general ledger, year end closing, monthly balancing, equity accounts, investments, and completion of financial documentation and reports. Also, performs other duties as assigned.

**MINIMUM QUALIFICATIONS:** Bachelor's degree in Accounting, Finance or related field. **CPA desirable.** 7 years accounting and finance experience, including 3 years supervisory experience. Knowledge of HUD, Housing Regulations, and Tax Credit Housing; **OR**

7 years accounting and finance experience within Public and/or Indian Housing, including 3 years supervisory experience.

**SPECIAL REQUIREMENTS:** Must possess a valid Washington State Driver's License. Must be able to lift up to 25 lbs, sit and/or stand for long periods at a time. Be able to squat, bend, kneel, climb, walk, push and pull. Must successfully clear an extensive Criminal Background Inquiry and pre-employment drug screen.

**CLOSING DATE:** Open until filled – 1<sup>st</sup> review May 22, 2018

Applications and supporting documents **MUST** be received by Friday, May 22 2018 by 3:00pm

**INFORMATION:** Colville Indian Housing Authority  
Attention: Tauni Marchand  
P.O. Box 528  
Nespalem, WA 99155  
(509) 634-2160  
[tauni.marchand@colvilletribes.com](mailto:tauni.marchand@colvilletribes.com)

For a copy of the full job description and application please visit: [www.colvilleiha.org](http://www.colvilleiha.org)

Indian Preference will apply; preference will also be given to honorable discharged veterans who are minimally qualified. Advertised 05/07/2018