GRAND TRAVERSE BAND OF OTTAWA AND CHIPPEWA INDIANS

Position Description

Job Title: Housing Program Director/Assistant Manager
Department: 3 - Tribal Management
Sub-Department: Housing
Job Class: E-6
Reports To: Housing Manager
FLSA Status: Exempt
BG Classification: IC3
Salary Start: $42,860
Prepared Date: February 11, 2015

SUMMARY
The GTB Housing Department Program Director/Assistant Manager will be the fiscal administrator for the Housing Department programs, budgets/accounting, and all administrative duties required for Governmental Accounting (GAAP) bookkeeping. They will assist Housing Manager as necessary with coordinating and operational aspects of all housing programs. They will oversee the Down Payment Assistance Program and Rental Subsidy and First Month Rent Programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES
- Responsible for the administration of Rental Subsidy Assistance & Deposit Assistance, and Down Payment Assistance Programs.
- Comply with housing policies, procedures and HUD regulations.
- Maintain the highest level of confidentiality on all matters and issues that occur in the Housing Department as well as matters involving clients, staff and department activities.
- Assist management in budget preparation, forecast, monitoring and modifying as needed.
- Preparation and finalizing all disbursements from the Department in a timely manner.
- Preparation of check requests, purchase requisitions and other financial documents.
- Responsible for all department budgets regarding budget control, procurement, dispositions, personnel, program account classification, records management and maintain Program Status Reports.
- Responsible for compiling and reconciliation of required financial records and materials for the annual internal audit of all accounts in a timely manner.
- Responsible for the timely preparation and submittal of the Program Facts and Reporting Form on a quarterly basis.
- Responsible for analysis of Market Rental revenue, expenditures, bad debt, projected capital improvement & annual maintenance to ensure sufficient and accurate revenue collection. Analysis to include comparison of surrounding area rental rates.
- Maintain accurate and aggregate cost for all project cost originating from more than one program.
- Assist with the preparation and conducting of all audits and reviews of the GTB Housing Department.
- Review and suggest methods or procedures to promote greater efficiency in executing the operations of the Housing Department.
- Assist with maintaining logs (both electronic and program books), in a current and complete condition as per the GTB Program Administration Manual and as required by all other GTB Policies.
- Assist with development, collection, and management of statistical data for external and internal support of funding requirements and needs.
- Participate in external and internal program reviews and monitoring.
• Assist with the development and preparation of the annual Housing Plan and Annual Performance Report.
• Review approved Indian Housing Plan and amendments to ensure program compliance with budgeted program goals, objectives and activities.
• Monitor all program expenditures to ensure proper documentation to support program eligibility and budget compliance.
• Compile data, prepare designated statistical reports as required, and prepare statements of operations for Low Rent and Mutual Help.
• Prepare and submit monthly accounts receivable and outstanding payments owed to the GTB Housing Department.
• Contact and maintain working relationship with Grants Management and Accounting Departments in an effort to maintain account receivables, account payables, GAAP accounting and NAHASDA Reauthorization Act (NRA) program compliance.
• Responsible for all tenant account adjustments within the HDS system.
• Provide assistance to the Housing Manager in serving clients in a professional and helpful manner.
• Provide expertise on services requiring specific knowledge and/or skill in any given area relating to the Housing Department.
• Must exercise sound judgment and make independent decisions, as delegated, consistent with policy.
• Assist in resolving fiscal, development, public relations, and tenant/home buyer problems on a daily basis.
• Attend all necessary training, workshops, and continued education, in order to develop and maintain management skills approved by the GTB Housing Manager.
• Other duties as directed or assigned.

OTHER SKILLS AND ABILITIES
• Must have outstanding written and verbal communication skills.
• Good time management and organizational skills are critical.
• Excellent interpersonal skills with demonstrated patience, tact, and respect.
• Exceptional detail and follow-up skills.
• Work requires proficiency in computer literacy, preferably in Microsoft Windows, Word, Excel, Outlook, Power Point, and other Microsoft office products. Other database applications include HDS and Micro-main Housing/inventory management software.
• Ability to quickly evaluate alternatives and decide on a plan of action.
• Must be able to deal with difficult people without losing perspective.
• Ability to effectively establish priorities and meet deadlines.
• Must have a good knowledge of business and accounting systems and methods.
• Must have general knowledge of applicable laws, regulations, rules, procedures, and administration as it pertains to Native American housing.
• Ability to work with minimum supervision.
• Ability to prepare cases for and to represent the Housing Department in collection cases in courts of law.
• General proficiency in leadership, management skills and techniques.
• Working knowledge of GAAP is required.
• The ability to obtain and apply a working knowledge of the U.S. Department of Housing Urban Development (HUD), Indian Housing Block Grant Programs (IHBG), NAHASDA Reorganization Act (NRA) and the related accounting and bookkeeping practices.
• Duties, responsibilities, requirements, and expectations pertaining to this job are subject to change as needed.

EDUCATION AND/OR EXPERIENCE
• Associates Degree in Accounting required. *
• Four (4) years of accounting or bookkeeping experience is required.
• Experience/knowledge working with U.S. Department of Housing & Urban Development (HUD), Indian Housing Block Grant Programs (IHBG), and NAHASDA Reorganization Act (NRA) preferred.
• GTB Program Directors Training is preferred or complete within one year of the hire date.
• Must be familiar with sound business practices, which would include a good knowledge of business, budgeting, accounting and purchasing.

OTHER REQUIREMENTS
Must have a valid and unrestricted Michigan Driver's License and be insurable by GTB insurance carrier.

SUPERVISORY RESPONSIBILITIES
None

EQUIPMENT TO BE USED
General office equipment, such as computers, calculators, copier, fax machine, and phone systems, etc.

TYPICAL PHYSICAL DEMANDS
Work requires sitting, reaching, walking, bending, stretching, kneeling, crawling, carrying, and may be required to lift up to 25 lbs. Also requires manual dexterity to operate office equipment, keyboarding, copiers, etc.

TYPICAL MENTAL DEMANDS
Must be able to effectively handle stressful and compromising situations, while remaining focused and professional. Must be able to deal with difficult people without losing perspective. Must be able to work productively under strict time restraints with variable deadlines. Must be able to make quick, informed decisions that may have a major bearing on the direction of the project.

WORKING CONDITIONS
Setting is inside a multi-person office environment; however, periodic overseeing of construction projects in the six county service areas will be required. You will be required to travel locally and out of town for work related functions as deemed necessary for the needs of the GTB Housing Department. Air travel may be required periodically.

COMMENTS
Native American preference will apply. Must be able and willing to pass a background investigation and a drug and alcohol urinalysis as a condition of employment. Adherence to strict company policy in regard to confidentiality is a must.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Any qualifications to be considered as equivalents in lieu of stated minimums require prior approval of the Director of Human Resources.

Signature: ___________________________________________ Date: __________________________