



Santa Clara Pueblo Housing Authority

201 Road Runner Road, Espanola NM 87532-1313

Phone: (505)-753-6170 eFax: (505) 257-3715

info@scphousing.org – www.scphousing.org

JOB ANNOUNCEMENT

Position title: Housing/Accounting Tech
Salary Range: DOE
Reports To: Supervisor of Operations
FLSA Status: Non-Exempt
Classification: Full Time 40
Deadline: November 30, 2023

APPLICATIONS ARE AVAILABLE ON SCPHA WEBSITE OR REQUESTED VIA EMAIL

Summary & Scope of Position:

The Housing/Accounting Technician performs all housing and accounting transactions using automated software programs (Abila Fund Accounting-MIP) and also maintains ledgers of Homeownership records and pay-off balances for all home and rental participants of the Santa Clara Pueblo Housing Authority, using Housing Data Systems (HDS).

Primary Responsibilities:

(Full description will be provided at time of interview)

Requirements and Qualifications:

- Associate or bachelor's degree in accounting or related experience of minimum of 5 years
- Must be able to work under strict confidential status and be tactful with the public
- Must have a valid Driver's License and be insurable by SCPHA insurance carrier throughout the duration of employment
- 2-3 years working experience with Native Americans
- Have good oral and written communication skills
- Must be aware of methods, techniques, and regulations applicable to the administration of Indian Housing Programs under HUD
- Self-starter and be able to work with little or no supervision following all Policies and Regulations with strong interpersonal and accounting skills
- Strong oral and written communication skills and ability to manage multiple tasks and meeting deadlines
- Experience in Microsoft Office software (Word, Excel, Outlook, Power point, Publisher, Outlook) and Abila MIP accounting system and Housing Data System (HDS)
- Drug screening and background check is required; must successfully pass these screenings before and during the employment at any time that is requested

IN ACCORDANCE WITH TITLE VII 1964 CIVIL RIGHTS ACT, SECTION 701(b) and 703(I), PREFERENCE IN FILLING ALL VACANCIES WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN CANDIDATES.