



SAN ILDEFONSO HOUSING AUTHORITY

02 Tunyo Po, Santa Fe, NM 87506 • 505-455-4162

POSITION DESCRIPTION

POSITION DESCRIPTION: Housing and Accounting Manager

SUPERVISED BY/REPORTS TO: Executive Director

FULL TIME/REGULAR

DATE DESCRIPTION WRITTEN/REVISED: December 2, 2024

GENERAL: This position operates with a high level of responsibility and independence to ensure SIHA housing operations are profitable and in compliance with requirements of funding agencies and admissions and occupancy policies and procedures. This position also performs bookkeeping activities including accounts payable, accounts receivable, bank reconciliations, credit card payments, and account reconciliations.

DUTIES AND RESPONSIBILITIES:

Housing Management:

1. Manage the application, intake, and eligibility process for all applicants for the different housing programs operated by SIHA.
2. Responsible for the move in process for new tenants to include orientation to the program, application of the admissions and occupancy policies and procedures, annual income recertifications and unit inspections as required.
3. Executes and maintains the participants Lease Purchase Agreement or Mortgage Note and verifies accuracy.
4. Manages the Housing Data System for rental and homeownership programs. Reconciles HDS to accounting system on a monthly basis.
5. Works with participants who have breached their Lease Purchase Agreement or Mortgage Note to rectify the situation.

6. Represents SIHA in all court proceedings for tenant evictions, collections, or terminations as required.
7. Coordinates homebuyer education classes for potential homebuyers.
8. Initiates, processes, and completes the requirements for Quit Claim transfers to homeowners.
9. Maintains client and court files in a confidential manner.

Accounting Management:

1. Process accounts payable for payment, reconcile vendor statements and comply with internal controls for cash disbursements.
2. Assists with reconciling grant funds and initiating drawdown of funds from various electronic platforms required by the funding. Complies with internal controls regarding grant payments.
3. Processes Tenant Accounts Receivable, makes bank deposits online, and prepares journal entries at month end to reconcile Housing Data Systems (HDS-Tenant Accounting) to the accounting (QuickBooks) system.
4. Reconcile bank accounts on a monthly basis, account reconciliations, or activities associated with month end close.
5. Ensures vendor and contractor files include W-9's and tax-exempt certificates where applicable.

BEHAVIORIAL EXPECTATIONS:

1. Must have the ability to establish and maintain effective working relationships with other employees, tenants, vendors, and internal and external stakeholders.
2. Exhibit sound judgment and good organizational skills.
3. Efficient in completing tasks.
4. Good oral and written skills.
5. Familiar with SIHA operating policies, Native American Housing Assistance Self Determination Act (NAHASDA) and required Federal regulations.

MINIMUM QUALIFICATIONS: The minimum knowledge, skills, abilities, education and training required for this position are:

1. Associates degree in any field related to housing management or accounting.
2. Two years' experience in housing management and accounting.
3. Working proficiency in Microsoft Office Suite, including word, excel, PowerPoint.
4. Experience with tenant and accounting software programs.
5. Office manager experience preferred.

OTHER REQUIREMENTS:

1. Must possess a valid New Mexico State Driver's license, with a good driving record.
2. Must be insurable by the SIHA's vehicle insurance carrier.
3. Must be willing and able to attend professional training, conferences and/or meetings as directed by the Executive Director.