

POSITION: FINANCE MANAGER

CLASSIFICATION: EXEMPT (SALARY)

REPORTS TO: EXECUTIVE DIRECTOR

DATE UPDATED: AUGUST 2, 2016

GENERAL DUTIES:

Responsible for the smooth operation of business functions conducted by CCRC, Inc. The Finance Manager is responsible for the overall programs Procurement and the operation of the program's computer.

1. Maintains all financial records in a manner that satisfies generally accepted accounting principle according to the American Institute of Certified Public Accountants, and Financial Accounting Standards.
2. Verifies and reconciles all journal entries and adjustments to the financial system to ensure they are entered, posted and properly logged in order to maintain data integrity.
 - a. Research discrepancies
 - b. Adjusting entries for correction
3. Coordinate year-end reconciliation and closing account process for all CCRC companies in the financial system.
 - a. Select options through MIP financial system to close year-end
 - b. Print reports for file
4. Provide necessary financial reports to funding source i.e. Navajo Nation Division of Family Services (DSS), State Medicaid Waiver (DD), Department of Housing and Urban Development (HUD), and Native American Career Technical Education (NACTEP).
5. Provide other necessary reports to i.e. Navajo Nation Division of Economic Development, New Mexico State Corporation, U.S. Department of Commerce, U.S. Department of Housing and Urban Development, and any other financial report required. i.e proposals, bank, etc.
6. Develop U.S. Department of Housing and Urban Development policies or procedures that are required to be in place.
 - a. Utilize assistance from Ft Worth, TX HUD office
7. Assist Staff Accountant with the regularly internal Crownpoint Group Home inspection to be in compliance with the Uniform Physical Condition Standards (UPCS).
 - a. Assist with needed documentation from HUD
8. Annually assist with Real Estate Assessment Center (REAC) and Management Occupancy Review (MOR) for Crownpoint Group Home.
 - a. Assist with needed documentation for HUD for corrective action
9. Renew Housing Assistance Payments Contract for Crownpoint Group Home under U.S. Department of Housing and Urban Development (HUD).
 - a. Assist with consultant (if needed) and combining data and documents for renewal

- b. Assist Staff Accountant with annual rent increase for Crownpoint Group Home with New Mexico Mortgage Finance Authority.
10. Arrange and coordinate U.S. Department of Housing and Urban Development (HUD) financial submission annually.
 - a. Assist the Staff Accountant and consultant with the needed information or documents
11. Attend to required U.S. Department of Housing and Urban Development (HUD) meetings and trainings.
12. Download fund monthly from Native American Career Technical Education (NACTEP), forward information to Accounts Receivable, and maintain reports
13. Maintain and monitor redemptions from Investments, if needed.
14. Update annually the registration for U.S. federal government's System for Award Management (SAM) for federal contracts.
15. Arrange and coordinate audits with the input of Executive Director.
16. Arrange and coordinate 990 extension with the State of New Mexico Attorney General.
17. Prepare audit worksheets for various transactions.
18. Submit final audit reports to the Navajo Nation Division of Family Services, Internal Revenue Services, and submit online the report to State of New Mexico Attorney General.
19. Submit 990 financial tax reports to proper government unit.
20. Develop the annual budget and allocation in cooperation with the Executive Director and Department Managers.
21. Review, develop, and revise the accounting system on an ongoing basis to provide the consistency and responsiveness to current and future needs of the organization.
22. Assists and maintains proper records for funding sources concerning reimbursement request, budget modifications, contracts, and crucial documentation.
23. Maintain Janitorial, Post Office, Equipment Lease, and other contracts.
24. Reconciling general ledger accounts bi-weekly and making adjusting entries.
25. Prepare financial report for board of director's meeting.
26. Attendance at managerial, staff in-service training and meetings.
27. Work with IT technician and consultant for the computer systems, accounting software, and wireless internet.
28. Assist the IT technician with computers purchase, printers, and scanners
29. Assist with Novatime troubleshooting
 - a. Call the Novatime representative for assistance
30. Maintaining and update fuel employee list for T&R Market agreement.
31. Maintain Navajo Housing Authority leases for Twin Lakes, Shiprock, and Coyote Canyon.
32. Do bi-weekly timesheets and assist data input into Novatime for new hires and troubleshooting
33. Approve and create some ERequisitions for purchase.
34. Monitor group insurance deduction and vehicle maintenance.

35. Assist accounting staff with Accounts Payable, Payroll, Consumer's, billing and transaction process
36. Will adhere to the Accounting policy and procedure manual when issuing fuel credit cards and petty cash.
37. Will adhere to the Accounting policy and procedure manual with all CCRC enterprise revenue (i.e. CCRC Café, Wood/Coal Sales, and Vending).
38. Other duties assigned

QUALIFICATIONS

1. Hold at least a B.A. Degree in Business, Accounting or at least 10 years of experience in bookkeeping.
2. Must be efficient in accounting software and must have knowledge of office equipment.
3. A thorough understanding of bookkeeping and accounting procedures
4. Supervisory experience required.
5. High School degree or GED
6. Must pass Caregivers Criminal History Screening Clearance
7. Valid Driver License

SALARY RANGE: \$37,920 - \$65,780.00 depending upon experience and qualifications.