

## **Lower Sioux Indian Community Housing Authority**



### **Job Description**

**Position:** Housing Assistant - Regular – Full Time  
**Department:** Housing  
**Reports To:** Housing Director

#### **Position Summary:**

This position is supportive to the Housing Director and must perform duties including but not limited to preparing/processing rental/loan applications and accounts receivable/payable. Preparing monthly, quarterly and year end statements relative to Lower Sioux Indian Community Housing Authority (LSIC HA) rental/loan programs. Assisting with facilitation of Housing Commission meetings and LSIC HA program related procurements and responding to public/client/vendor inquiries.

#### **Essential Duties and Responsibilities include but are not limited to:**

1. Keyboarding, computer data entry, copying, filing and general office duties as directed.
2. Process rental, mortgage, rehabilitation and contract for title applications and management of approved applicant files.
3. Reconciles and balances all Housing program accounts.
4. Record mortgage/rehabilitation loan and rental payments.
5. Assist with accounts receivable/payable, loans, rental and contract for title accounting, recording and processing.
6. Assist with all aspects of underwriting mortgage/rehab loan applications.
7. Facilitate procurement of building, office and program related supplies as directed.
8. Record and transcribe minutes of Housing Commission meetings.
9. Completion and submission of required program reports (financials with narratives where applicable) to the U.S. Department of Housing and Urban Development (HUD)/Office of Native American Programs (ONAP), the Minnesota Housing Finance Agency (MHFA) and participate with audit preparations.
10. Other duties as assigned

#### **Interpersonal Skills and Qualifications:**

1. Ability to take direction well and to maintain absolute confidentiality of all appropriate and privileged information.
2. Must possess excellent written and oral communication skills.
3. Ability to work cooperatively with all tribal community members who are served by the LSIC HA, staff and employees of the Lower Sioux Indian Community, Jackpot Junction Casino Hotel, and other organizations, public and private.

### **Education and Experience:**

1. Associates Degree in the clerical field or three years equivalent experience accompanied by a high school diploma/GED.
2. Minimum of 1 year accounting/bookkeeping experience.
3. Previous work experiences within Native American Indian Housing a definite plus.

### **Abilities:**

1. To collect, read, analyze, and interpret data/documents and to retain confidential information.
2. To write reports, business correspondence and procedure manuals.
3. To understand verbal directives and carry them out effectively in a timely manner.
4. To handle criticism constructively and follow the chain of command.
5. Must: be a self-starter and able to produce results with minimal supervision and able to lift and move 25 pounds without stress.

### **Knowledge/Skills:**

1. Possess basic knowledge of accounting and computer programs such as: Abila MIP Fund Accounting, Trakker Loan Servicing Software, Microsoft Office 2016, internet; email, and other software as necessary.
2. Possess knowledge of Records Management such as filing; database management, etc.
3. Possess accounting skills in Accounts Receivable and Accounts Payable and Mortgage Lending practices.
4. Knowledge of LSIC/Dakota history a definite plus.

### **Other:**

1. Must possess a valid Minnesota Driver's License and current insurance.
2. Must be willing and able to attend training off-site and occasionally out of state for more than a day at a time as necessary or required.
3. Must be willing to submit to a pre-employment drug test as well as random drug testing if employed.
4. Salary is dependent upon experience/education.
5. If applying under Native American Indian Preference, the candidate must be fully qualified for the position.

### **How to Apply**

Mail resume, including three complete work experience references, with a typed cover letter noting qualifications to: Miranda Sam, Senior Executive Ass't., Lower Sioux Indian Community, P.O. Box 308, Morton, MN 56270. Faxed legible applications are acceptable. Online Submissions. Qualified candidates will be contacted for interview.

Closing: Friday, February 3, 2017.