



## STANDING ROCK HOUSING AUTHORITY

1333 92<sup>nd</sup> Street, P.O. Box 769  
Fort Yates, North Dakota 58538  
Telephone: (701) 854-3891  
Toll Free: 1-800-262-3891  
Fax: (701) 854-3855  
standingrockhousing.org



**POSITION:** **Finance Coordinator III**

**OPENING DATE:** **November 20, 2024**

**CLOSING DATE:** **Open until filled.**

**Rate of Pay:** **\$20.00 per hour + Benefits**

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### JOB PURPOSE:

Performs all financial duties and maintains accounts for the Standing Rock Housing Authority (SRHA) NAHASDA Low Rent, Tax Credit, and VASH units, under the supervision and direction of the Finance Manager.

### DUTIES & RESPONSIBILITIES:

- Assists with Accounts Payables, Accounts Receivables, Time Sheets, Payroll Reports, leave balances, Purchase Orders analyzing invoices, receipts and calculating drawdowns for disbursing of funds for all the Standing Rock Housing Projects and Departments.
- Collecting rent payments and applying payments to tenant accounts of all SRHA units, security deposits, EFT payments, direct deposit payments, maintenance work order payments and salary deductions from the Standing Rock Sioux Tribe (SRST) and various other entities, casinos, schools.
- Prepare a daily edit list for TAR reports and records, end of the month balances, budgets, and maintain balances of all accounts.
- Assists with all financial filing and scanning check disbursements for the SRHA accounting office.
- Assists with Travel Authorizations, Request for Proposals, Contracts & Rental Agreements.

### DESIRED KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of basic accounting principles, procedures, terminology.

- Ability to follow verbal or written instructions, prepare financial data reports upon request.
- Ability to operate a calculator, prepare spreadsheets, and maintain ledgers utilizing the computer system.
- Ability to operate Computers, Office Machines and Equipment.
- Ability to Communicate well with co-workers, all other departments, and the public in a courteous and professional manner.
- Ability to function under pressure & strenuous situations to meet deadlines.
- Ability to accomplish all tasks and duties as assigned without additional compensation.

**QUALIFICATIONS:**

- Degree in business administration and accounting.  
(Experience may be in lieu of education).
- Experience with accounting software, office technology, and reports.
- Must have excellent work attendance and have Computer & Customer Service skills.
- Must have a valid driver's license, clear driving record and be insurable with the Standing Rock Housing Authority Auto Insurance Company.
- All Applicants Standing Rock Housing Authority Employment are Subject to Alcohol and Drug Testing.
- Failure to adhere to testing will result in Revocation of Employment.
- A false answer to any question on this Employment Application will be grounds for non-consideration and or dismissal after beginning of employment.

**Submit SRHA Applications to:**

**Standing Rock Housing Authority  
HUMAN RESOURCES DEPARTMENT  
P.O. Box 769  
Fort Yates, North Dakota 58538**