



# Chippewa Cree Housing Authority

75 Laredo Road - Box Elder, Montana 59521  
Phone (406) 395-4370 Fax 395-4249

## VACANCY ANNOUNCEMENT

Position: Accounting Technician  
Location: Chippewa Cree Housing  
Salary: Negotiable, not to exceed budget  
Supervisor: Grant Accountant  
Status: Regular, Full-Time, Non-Exempt  
Open: May 12, 2022  
Close: May 27, 2022 12:00 (NOON)  
Probation Period: Sixty (60) calendar days from initial appointment

**DESCRIPTION:** The Accounting Technician position is responsible for records management for the finance department of the Chippewa Cree Housing Authority. This position will also receive and record all payments received by the Housing Authority. The Accounting Technician will also be responsible for preparing finance reports for staff. All duties performed will be in accordance to tribal, federal and state regulations as well as internal policies and procedures. Other duties may be assigned.

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### Major Duties:

- To become knowledgeable in 2 CRF 200 and 24 CFR NAHASDA regulations.
- To file all finance records including checks, deposits, vendor records, and bank statements.
- To scan all finance documents and maintain digital file copies.
- To receive and record tenant payments using manual cash receipts and HDS receipts.
- To close HDS receipt batches on a daily basis.
- To maintain a monthly/yearly Cash Receipts register log.
- To assist the finance staff in printing trial balances, general ledgers and expenditure reports.
- To assist in preparing monthly reports for Board of Commissioner meetings and for department staff.
- To assist in check processing for the finance department.
- To mail tenant receipts and tenant statements on a monthly basis.
- To maintain strict confidentiality.
- To become knowledgeable on all CCHA policies
- All other duties as assigned

#### Minimum Qualifications:

- Two-year degree in Business or Certificate in Accounting (can substitute 3 years of relevant experience).
- Two years of experience in office/clerical setting.
- Must be detail oriented.
- Knowledge of record-keeping system.
- Knowledge of HDS (Housing Data System) tenant accounting system.
- Knowledge of MIP Accounting System.
- Must Have knowledge of Microsoft Software: EXCEL and WORD.
- Must be able to follow instructions.

#### Desired Qualifications:

- Four-year degree or certification in accounting or records management.
- Three years of experience in bookkeeping or accounting.
- Excellent written and oral communications skills.
- Ability to work independently with minimal supervision.

#### Other Selection Criteria:

- Qualified honorable discharged veterans will be given preference who are enrolled members of the Chippewa Cree Tribe (must show proof by submitting DD214 Certificate)
- Qualified enrolled members of the Chippewa Cree Tribe
- Other qualified Indians
- Qualified Non-Indians

Testing: Subject to drug testing per Drug Ordinance 1-99

Applicants for this position are required to complete the KSA'S listed below:  
Knowledge, Skills, and Abilities (KSA'S)

- Describe your knowledge of a tenant accounting system.
- Describe your knowledge of MIP.
- List any skills and experience that you have with a tenant accounting system or computerized accounting system.
- Describe your knowledge of 2 CFR 200 and 24 CFR NAHASDA.
- What are your skills in maintaining a records system?
- What is a trial balance?
- What is a general ledger?

Submit the following:

- Application
- Letter of interest
- Resume (with dates of employment)
- Three current letter of reference (no more than a year old)
- Copy of High School Diploma or GED
- Copy of Degree or Certificates of completion
- Copy of Tribal Identification Card
- Copy of Valid Montana State Driver's License
- KSA Questionnaire
- DD214 (if applicable)

Applications properly completed on or before the closing date at 12:00 Noon on May 27, 2022, will be considered for the position advertised. Late Applications will not be accepted.

Submit to:

Liz Morsette  
Human Resources  
Chippewa Cree Housing Authority  
75 Laredo Road  
Box Elder, MT 59521

Faxed or e-mailed applications will not be accepted



Allen LaMere, Executive Director



Date

