



## LOWER SIOUX INDIAN COMMUNITY

### JOB DESCRIPTION

**Position:** Housing Assistant/Finance Clerk

**Department:** Housing/Finance

**Reports To:** Phyllis Littlecreek-Wilbanks/Mitch Farmer

**Status:** Non-Exempt

**Salary:** Based on Experience

**Posting Closing Date:** April 18<sup>th</sup>, 2014 @ 12:00PM

**Submit Applications To:** Tara Strey, P.O. Box 308, Morton, MN 56270 or tara.strey@lowersioux.com

#### **Position Summary:**

This position is responsible for providing support in the daily duties of Lower Sioux Indian Community Housing & Finance departments, including assisting with the administration of the Housing Authority activities.

#### **Essential Duties:**

- Provide administrative support to both departments in the day-to-day operations as required by policy and complete appropriate follow-up.
- Create and maintain files and client records of all Housing activities for the Lower Sioux Indian Community Housing Authority.
- Assist with the preparation of any/all related narrative/financial reports for all programs as assigned.
- Monitor all client activities and recommend enforcement of policies, rules and regulations of the departments to the Tribal Council through the Housing and/of Finance Director as well as submission of written activity/monthly reports.
- Provide information to homebuyers/tenants regarding regular maintenance and upkeep of their homes/rental units.
- Schedule and conduct housing inspections and re-certifications as required by policy and complete appropriate follow-up including thorough written and photographic/video documentation for client files.

- Solicit bids, schedule repairs/maintenance and procure building materials/supplies as needed to maintain current housing stock.
- Carry out the accounts payable/receivable functions.
- Provide information/assistance to clients in applying for land assignment/leases and follow through with the necessary procedures for such requests.
- Other duties as assigned.

**Interpersonal Skills and Qualifications:**

- Ability to take direction well and to maintain absolute confidentiality of all appropriate and privileged information.
- Ability to work well with a diverse population and to deal tactfully with the public.
- Must possess excellent written and oral communication skills.

**Knowledge/Skills:**

- Possess strong computer skills using Microsoft Office 2007, Excel, Outlook, Accounting software and other software as necessary.
- Basic knowledge of home maintenance and/or terms very helpful.
- Knowledge of LSIC/Dakota history helpful.

**Education, Experience and Skills Required:**

- An Associate Degree in the accounting or clerical field
- A minimum of one year of accounting/bookkeeping experience preferred or minimum of two years accounting/bookkeeping experience and commensurate training in an office environment accompanied by a high school diploma/GED.
- Previous work experiences within Native American/Indian Housing/Tribal Government preferred

**Other:**

- Must possess valid Minnesota driver's license and able to meet standards for driving LSIC company vehicles.
- Must be able to attend training off-site and occasionally out of town/state for more than a day at a time or to perform client support services.
- Must be willing to submit to a background check and a pre-employment drug test.
- If applying under Native American Indian Preference, the candidate must be fully qualified for the position.