



Procurement & Accounting Specialist

Department: Finance / Administration

Classification: Full-Time | Non-Exempt

Location: Round Valley Indian Housing Authority

Salary Range: DOE

Open Until Filled

Position Summary

The Procurement & Accounting Specialist supports the financial and procurement operations of the Housing Authority in compliance with the Native American Housing Assistance and Self-Determination Act (NAHASDA) and HUD regulations (24 CFR Part 1000). This position ensures accurate financial recordkeeping, compliant procurement processes, and audit-ready documentation for IHBG-funded and other grant-funded programs.

Key Responsibilities

Procurement:

- Administer procurement activities in compliance with HUD/NAHASDA and Housing Authority policies
- Prepare purchase orders, contracts, amendments, and procurement documentation
- Conduct and document small purchase, competitive, and noncompetitive procurements
- Maintain complete procurement files and vendor records
- Assist with contract monitoring and closeout

Accounting:

- Assist with accounts payable and receivable
- Order all supplies
- Assist with budget tracking and financial reporting

Compliance & Reporting:

- Assist with Single Audit preparation and HUD monitoring reviews
- Maintain records in accordance with federal retention requirements

Minimum Qualifications

- Associate's degree in Accounting, Finance, Business Administration, or related field OR
- Minimum 2 years of experience in accounting, procurement, or grant administration
- Knowledge of federal procurement standards and accounting principles
- Proficiency with Microsoft Excel and financial software.

Tribal Preference

In accordance with applicable Tribal law and 24 CFR §1000.48, Tribal Preference will be given. Applicants claiming preference must submit proof of eligibility at the time of application.

Pre-Employment Requirements

- Successful completion of a pre-employment drug and alcohol screening
- Successful completion of a criminal background check, employment verification, and reference check

Equal Opportunity Statement

The Housing Authority is an Equal Opportunity Employer. Employment decisions are made in accordance with Tribal law, HUD requirements, and Housing Authority policies.