

## NORTHERN PONCA HOUSING AUTHORITY

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**POSITION DESCRIPTION - DEVELOPMENT MANAGER (FINANCE EMPHASIS)**

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**Reports To:** Executive Director**Department:** Development**Status:** Exempt**Salary Range:** GS Grade 8/9/10 DOE

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**Summary & Scope of Position:** The Development Manager (DM) with finance emphasis oversees the overall development of the NPHA with corresponding financial management responsibilities related to project scope, reporting, and detail i.e. Title IV, tax credit, NAHASDA, etc. Incumbent shall be responsible for providing accurate financial information, detailed project budgets, and various required financial reports (balance sheet, income statement, cash flow statement), as related to NAHASDA, BIA, IHS, HUD, OMB, IRS and other auditing or financial reporting authorities that have over sight or compliance authority for particular projects and programs addressed. Incumbent shall assist NPHA management (managers) in the review of all budgets to include when necessary changes need to be made so that expenditures are in conformance to budget policy adopted by NPHA. Incumbent shall also assist or provide detailed departmental budget and tracking to ensure compliance and availability of funds prior to expenditure of approvals within established financial and budget policy adopted by NPHA.

Further, working in concert with Executive Director, the Development Manager carries out various duties and tasks necessary to bring various priority housing opportunities to eligible tribal members. These prospective projects require financial analysis, risk assessment, and detailed cost analysis and post-award administration. The position requires the ability to perform the full range of Housing Authority office duties requiring use of independent judgment, tact and diplomacy; working with staff team members or independently. The DM performs duties that require comprehensive understanding of NAHASDA regulations and NPHA policies, practices and procedures both in the area of Development and Finance. Incumbent shall work closely with Executive Director in executing the details of all requirements identified in various housing development work plans and projects identified. Incumbent must be able to work in a team environment.

The DM is responsible for the coordination of projects with tribe, federal agencies (IHS, BIA, HUD, EPA), architects, planners, engineers, contractors, subcontractors, and inspectors and other related entities which will be extensive and ongoing. Work must be done in accordance to local housing policies, procurement policies, tribal housing codes, uniform housing building codes, federal statutes and regulations and project specifications. The Development Manager shall be responsible for immediate supervision of the Development Officer, Inspector and other housing development staff to include contracting and procurements and will further directly assist in the supervision all financial and auditing consultants needed to meet OMB auditing and agency financial reporting on an annual basis.

## Primary Responsibilities:

1. Oversees and performs all critical development along with associated financial management and analysis work required to include ensuring compliance with established internal controls and accounting systems.
2. Provide budget formulation and budget detail for all grant funds and related housing projects that are operated by NPHA to include scope of work, project planning, cost price analysis, market study, etc.
3. Ensures that all associated project reporting requirements are met in a timely manner to include audits, annual reports, monthly reports to NPHA board, and ensures information is accurate and true.
4. Works with property management and inventory control and provides oversight to reconcile records and expenditures with overall finance accounting system.
5. Shall assist with month end financial reports include timely action on bank reconciliations and achieving accurate balance statements, expenditure reports, and cash flow.
6. Secures resources and services for new housing development activities and goals.
7. Shall assist with grant close-outs and ensures tasks are accomplished in timely and accurate fashion in accordance with HUD policy.
8. Supervises and participates in development and construction or purchase of residential units by establishing an asset management program.
9. Prepares progress reports, creates budgets and collects information on housing development activities
10. Monitors construction projects to assure work is completed in an efficient and expeditious manner
11. Secures additional new housing opportunities and development activities and will work in coordination with Executive Director on all resource development plans and strategies approved by the BOC.
12. Supervises Development staff for quality assurance, inspections, compliances, contracts and procurements, etc.
13. Plans and schedules periodic quality assurance inspections as well as manages annual inspection requirements.
14. Follows NPHA policies and procedures.
15. Works to develop a "best practices" approach in the construction, rehab, or acquisition as related to overall project management.
16. Reviews contractor payment requests and prevents payment for incomplete and unsatisfactory work performance.
17. Perform other duties as assigned.

## Requirements and Qualifications:

1. Financial or Accounting Degree or an equivalent of 5 to 10 years minimum combination of related experience, training, and education.
2. Seeking minimum 5-10 years of experience in the finance, development and/or accounting field with supervisory experience desirable. Examples of other areas for consideration include community economic development, business development, and federal planning and proposal writing skills.
3. Must be able to work with little or no supervision

4. Have knowledge of the use of various accounting systems and software; computer literacy is required.
5. Must establish and maintain an effective working relationship with NPHA staff and participants
6. Must be sensitive to the American Indian traditions, customs and socioeconomic conditions
7. Must have as a valid Nebraska Driver's License and be insurable throughout the duration of employment

IN ACCORDANCE WITH TITLE VII 1964 CIVIL RIGHTS ACT, SECTION 701(b) and 703(I), PREFERENCE IN FILLING ALL VACANCIES WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN CANDIDATES.

Applications will be accepted until the position is filled.

To apply, please contact the NPHA office at 402-379-8224 or [npha@poncahousing.org](mailto:npha@poncahousing.org) for an application. Resumes, letters of references, copies of certificates and other supplemental information are encouraged to be submitted with the mandatory application.