

Northern Ponca Housing Authority Vacancy Announcement

ACCOUNTING TECHNICIAN, PROCUREMENT AND HUMAN RESOURCES SPECIALIST

This position is located in the Northern Ponca Housing Authority, Norfolk, Nebraska. The employee is responsible for procuring tangible and intangible items, coordinating Human Resources needs and performing accounting duties following all the NPHA Procurement, Human Resources, and Accounting Policies and Procedures.

Duties:

- Perform accounting duties following policies and procedures and general guidance from supervisor.
- Coordinates all Human Resources needs for the Housing Authority following policies and procedures from NPHA.
- Prepares purchase orders for supervisory approval.
- Procures all office equipments, furnishings, supplies and miscellaneous services from government and non-government sources through new contracts, competitive bids or existing government contracts.
- Contracts for maintenance and repair of equipment, telephones and furniture.
- Checks deliveries and invoices against purchase orders for type, quantity and condition.
- Processes bills and invoices from vendors and contractors and prepares payment vouchers.
- Meets with requestors to ensure full understanding of the need and that the proposed purchase will satisfy the need and checks for budget approval.
- Meets with vendors and contractors to ensure quantity and item description satisfy the need of the requestor.
- Maintains and updates the inventory electronic files of purchasing records for each purchase.
- Assists the NPHA Supervisor in developing budget requests and justification.
- Makes recommendations to the NPHA Supervisor for developing or revising internal procurement procedures.
- Establish and maintain master vendor and contractor database in AccuFund.
- Establish and maintain procurement history file.
- Submit contractor reports as required
- Responsible for entire GSA inventory to include coordination of GSA Vehicles, repairs, and monthly reports.
- Coordinate and maintain all property, liability and all employee benefits insurance.
- Secures logs and distributes office keys
- Log all incoming and outgoing mail and faxes.
- Coordinates the facilities security (opening and closing of buildings).
- Administer, modify or terminate subcontracts if necessary
- Inform subcontractors in writing of remedial actions required concerning delivered products/services not conforming to specified requirements.
- Performs other duties as assigned by supervisor.

Relationships and Authority:

This position coordinates and works closely with all employees making sure that everybody are in compliance of all policies and procedures.

Working Environment and Physical Demands:

Office environment with some exposure to outdoor elements. Some travel may be required.

Qualifications:**Minimum:**

Associates Degree in Accounting, Certificate in Human Resources and Procurement.

Two or more years experience in governmental accounting

Two or more years of procurement experience.

Knowledge and understanding of Public Law 93-638; Indian Self-Determination Act.

One year working with Native Americans, or Native American organizations, preference for working with Native American Housing organizations.

Computer proficiency with Word, Excel Spreadsheets, PowerPoint, Access database programs

Must possess excellent written and oral communication skills

Must have a valid driver's license and be insurable

The candidate must successfully pass accounting, drug & alcohol testing, motor vehicle, education, character, and criminal background checks.

Able and willing to travel

Preferences will be given to Ponca Tribe of Nebraska members or members of a federally recognized tribe. However, all qualified individuals are eligible. The Ponca Tribe of Nebraska is an at-will employer.

*** Please note: **You MUST submit a Northern Ponca Housing Authority application in order to apply.** Simply sending your resume via Careerlink's apply button does not complete the application process. You can download an application from www.poncahousing.org. Send completed application and resume with cover letter with **SALARY REQUIREMENTS** to:

**Ponca Tribe of Nebraska
C/o Northern Ponca Housing Authority
Human Resources Management Department
1701 E. Street
Lincoln, Nebraska 68508
Fax: 402-438-0161
mreeson@poncatrIBE-ne.org**