

## **BLACKFEET HOUSING**

### **JOB DESCRIPTION**

**Job Title:** Finance Monitor – Full-Time, Temporary

**Department:** Emergency Rental Assistance Program

**Supervisor:** ERAP Director

**Summary of Work:** This position serves as the Finance Monitor for Blackfeet Housing Emergency Rental Assistance Program (ERAP). The incumbent performs duties to ensure that ERAP funding and expenditures comply with the Department of Treasury requirements, and accounting functions as assigned. Maintains accurate and timely records.

#### **Position Duties and Responsibilities Include the Following, But Not Limited To:**

- Maintain records and financial documents sufficient to support compliance with Section 501 of Division N of the Consolidated Appropriations Act, 2021, Pub. L. No 116-260.
- Required to ensure that all applicants, payments and payroll comply with ERAP policies and guidelines.
- Performs a variety of financial support tasks that are highly confidential and sensitive, and must maintain strict confidentiality.
- Must have working knowledge of Finance and knowledge of software.
- Assists program personnel in research, preparation and ensure program compliance with Department of Treasury requirements.
- Responsible for Accounts Payable.
- Responsible for maintaining the chart of accounts which involve setting up fund numbers for program and contacts.
- Assists auditors with annual audit during audit phase with bank statements.
- Performs accounting functions and prepares various spreadsheets.
- Perform routine calculations to produce analyses and reports as requested by the ERAP Director.
- Reconcile any discrepancies or errors identified by conversing with ERAP recipients and/or vendors.
- Reads and screens incoming correspondence and reports; makes preliminary assessment of the importance of materials and organizes documents; handles some matters personally and forwards.
- Composes letters and memoranda in response to inquiries.
- Produces a variety of documents, charts, and graphs in final form.
- Compiles and maintains records, statistical information, and reports.
- Establishes and maintains various filing and records management systems.
- Operates standard office equipment.
- Other duties as assigned.

#### **QUALIFICATION REQUIREMENTS:**

##### **Education and/or Experience**

B.A. Degree in Accounting, Finance or related field (preferred). High School Diploma or GED equivalent required. An Associate Degree in the accounting or clerical field and a minimum of five years of accounting/bookkeeping experience or an equivalent combination of education and/or experience.

**Certificates, Licenses, Registrations**

Must have a valid Montana Driver’s License

Must be able to be insured

**KNOWLEDGE, SKILLS & ABILITIES:**

- Excellent verbal and written communication skills
- Keyboarding speed and accuracy
- Excellent organization skills and detail oriented
- Balance multiple priorities to meet expected response deadlines
- Adaptable, flexible and readily adjust to changing situations
- Ability to work independently and as a member of a team
- Demonstrated computer skills includes Microsoft Word, Excel, Access, and Outlook

**PHYSICAL REQUIREMENTS:**

- Location of job activities are primarily in-office setting
- Extensive manual dexterity (keyboarding, mouse, phone)
- Vision abilities include close vision, distance vision and ability to adjust focus
- Noise and/or vibrations exposure
- Frequently reach (overhead), handle, and feel with hands and arms
- Sit for prolonged periods of time
- Occasionally stoop, kneel, and crouch
- Occasionally lift, carry, and move up to 25 pounds
- Driving to meet with clients

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

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Employee	Date	Supervisor	Date
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