

## **Housing & Procurement Technician**

The Monacan Indian Nation is Virginia's largest federally recognized tribe located in Madison Heights, VA. We are in a period of rapid growth and are seeking an individual with a unique set of skills to join our team.

The ideal individual will be a pro-active, team player willing to work in a fast-paced environment who will be responsible for a wide range of support responsibilities across all our programs with a focus on housing and procurement. In the housing department, provide support across weatherization, homeless prevention, rental assistance, contract analysis, housing management and development. Additionally, will provide support as required, in other areas of the business. Grant writing experience is preferred.

Pay: between \$30,000 to \$42,500 per annum.

### **Responsibilities**

- Type accurately, prepare and maintain documents and records
- Provide housing department support for various programs
- Provide research, data analysis, and recommendations for affordable housing programs
- Reconcile accounts in a timely manner
- Accounts payable
- Procurement across all departments
- Research, track and restore financial or documentation problems and discrepancies
- Function in accordance with established standards, procedures and applicable laws
- Constantly update job knowledge

### **Skills**

- Strong team player
- Knowledge of rules and regulations of government housing programs
- Grant writing
- 2 CFR Part 200 Uniform Guidance Administrative experience
- Familiarity with bookkeeping and basic accounting procedures
- Competency in MS Office, databases and accounting software
- Hands-on experience with spreadsheets
- Accuracy and attention to detail
- Aptitude for numbers
- Ability to perform filing and record keeping tasks
- Data entry and word processing skills
- Superior organization skills and dedication to completing given projects
- Detail oriented and comfortable working in a fast-paced office environment

## REQUIRED QUALIFICATIONS

- Bachelor's degree or associate degree
- Ability to analyze and revise operating practices to improve efficiency
- A minimum of five (5) years experience
- Exceptional communication skills
- Driver's license.

## PHYSICAL DEMANDS

Mostly sedentary position; with travel required; Applicant must be able to lift, carry, push and pull at least 50 pounds. Applicant must be able to work accurately and efficiently in a busy and sometimes stressful environment.

Must live and reside within a 50-mile radius of the Tribal Center at Bear Mountain in Amherst County, Virginia, or be willing to relocate within the distance requirement at own personal expense.

Criminal Background Check and Drug Screening required.

Preference given to qualified American Indians in accordance with the Indian Preference Act. Applicants claiming Indian Preference will be required to submit verification of Indian heritage documentation certified by respective tribe of affiliation.

Position posted until filled.

**Commented [TC1]:** Sentences should not begin with "Or".