



**Regional Housing Authority** JOB RECRUITMENT

The Tlingit Haida Regional Housing Authority has a **Regular, Full-Time** position available:

JOB TITLE: **Finance Manager**  
LOCATION: Juneau, Alaska  
SALARY: Starting at \$88,206 per year DOE,  
Benefits included  
APPLICATION PERIOD: Open until filled

**DUTIES AND RESPONSIBILITIES:**

The Finance Manager position is responsible establishing financial policies, procedures, and controls. This position ensures legal and regulatory compliance for accounting and financial reporting functions. The Finance Manger also oversees the day-to-day operations for general accounting, accounts payable, accounts receivable/collection and travel.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in a business, financial, accounting, or related field required. Ten or more years of experience in managing a finance or accounting department.

**REQUIRED KNOWLEDGE AND SKILLS:**

- Proven management abilities
- Strong technical skills and a desire to implement positive change to enhance success.
- Demonstrated knowledge in the field of accounting.
- Excellent verbal and written communication skills
- Demonstrated experience preparing and delivering presentations.
- Knowledge of Federal and State programs and services, particularly programs related to HUD and/or Indian Tribes.
- Ability to plan, organize, and direct staff
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.
- Ability to maintain positive interpersonal relationships.
- Possess strong verbal and written communication skills
- Experience with word processing, spreadsheets, electronic mail, and electronic calendar software
- The majority of work is performed in a professional office setting and is generally sedentary, requiring routine walking, standing, talk or hear; use of hands to finger, handle or feel; and reach with hands and arms.

**SUBMIT APPLICATIONS TO:**

Email: [jobs@thrha.org](mailto:jobs@thrha.org); Fax: (907) 780-6895  
Mail: THRHA 5446 Jenkins Drive, Juneau, AK 99801;  
[www.thrha.org](http://www.thrha.org); for questions please call (907)780-6868

THRHA is a drug-free workplace and selected applicants will be subject to drug testing.  
Native Preference per 24 CFR 1000. COVID-19 vaccination is required to work with THRHA.