

NPTHA Employment Opportunities as of November 6, 2023



The Nez Perce Tribal Housing Authority aims to provide opportunities and resources to assist the housing needs of Nez Perce tribal members. Come join our team to work with a friendly and supportive staff who our compassionate about the services we provide. We offer an excellent benefits package (for full-time employees). Tribal & Indian Preference will apply. NPTHA is accepting applications for the following:

(2) Full-Time Maintenance / Construction Workers

for the NPTHA rental units in the Lapwai area.

If sufficient Native American Preference applications are not received, NPTHA reserves the right to modify this into a training

Minimum 4 years experience and skills in the following residential repair and construction:

- Carpentry
- Painting
- Roofing
- Plumbing
- Electrical
- Drywall

Excellence in the following skills:

- Communication
- Customer service
- Documentation/Filing
- Time Management

Requirements:

- High School Diploma/GED
- Valid Driver's License w/Insurable Record

position. Please submit a completed NPTHA employment application to the information provided below. **Open until filled.**

Full-Time Finance & Operations Manager

to learn the aspects of federal and tribal regulations required to administer and manage the accounting and general operation for Indian Housing.

Requirements:

Business or Accounting Degree

- Bachelor with 3 years full-charge bookkeeping experience
- Associate with 5 years full-charge bookkeeping experience
- Valid Driver's License w/Insurable Record

Minimum 3 years experience and skills in the following :

- Human Resource & Payroll Management
- Financial and Accounting Software
- Financial Reporting

Excellence in the following skills:

- Communication
- Supervisory
- Time Management

Preferred: Direct experience in public/Indian housing accounting, banking, financing, audit preparation.

Salary - DOE. Please submit a completed NPTHA job application and 3 work related references via email to Executive Director lauriec@nezperce.org or mail to the Executive Director using the address provided below. **Open until filled.**

Nez Perce Tribal Housing Authority

PO Box 188

Lapwai, ID 83540

For more information please call (208) 843-2229 or email nptha@nezperce.org