



NPTHA Employment Opportunities as of February 19, 2024

The Nez Perce Tribal Housing Authority aims to provide opportunities and resources to assist the housing needs of Nez Perce tribal members. Come work with a friendly and supportive team that is truly dedicated to our clients and 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 position:

EXECUTIVE DIRECTOR

A team leader committed to the improvement of housing conditions on the Nez Perce Indian Reservation and will plan, organize, staff, direct, and be responsible for all NPTHA programs and operations in accordance with Tribal, Federal and other applicable rules, regulations and policies.

Requirements:

- Public Administration, Business or Related Bachelor's Degree
- or**
- Public Administration, Business or Related Associate's Degree with 3 years Housing Management Experience
- Valid Driver's License w/Insurable Driving Record

5 years of skills and experience in:

- Upper Level Management
- Residential Housing Development/ Rehabilitation
- Federal Grants Management
- Procurement & Contract Management

Excellence in the following skills:

- Written and Verbal Communication
- Computer Software & Applications
- Time Management
- Leadership and Teamwork

Preferred: Direct experience in public/Indian housing management, mortgage financing and underwriting, and administration of Low-Income Housing Tax Credits. **Salary:** DOE

Please submit a completed NPTHA job application and three (3) letters of references from business associates. For all email and mail inquiries, please subject or label as ATTN: ED Recruitment.

Position Open Until Filled

ACCOUNT TECHNICIAN (Payroll/Payables)

A team member who's primarily responsible is processing and managing both payroll and accounts payables. Please see [NPTHA Account Technician Job Description](#) for more information.

Minimum Qualifications

- High School Diploma or Equivalent &
- Associate's Degree: Business, Education, or Accounting
- Valid Driver's License w/Insurable Driving Record (must be bondable)

2 Years of Skills & Experience:

- Office Administration Duties
- Payroll Processing
- Accounts Payable Processing
- Accounting Software

Excellence in the following skills:

- Math
- Customer Service
- Communication
- Detail-Oriented
- Professional Etiquette

Please submit a completed NPTHA job application and three (3) letters of references from business associates. For all email and mail inquiries, please subject or label as ATTN: Account Tech Recruitment.

Position 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