



# NEZ PERCE TRIBAL HOUSING AUTHORITY

# WE'RE HIRING!



## ACCOUNTING & COLLECTIONS SPECIALIST

Join our team and make a difference! This position monitors and enforces the Collections & Evictions Policy and procedures while encouraging tenants to overcome financial obstacles. Other duties include accounting functions and general office management support.



### QUALIFICATIONS



Two-year degree in Accounting, Business, or Education OR four (4) years of relevant experience



Minimum of two (2) years' experience in office administration



Excellent math and problem-solving skills



Strong customer service and communication skills



Detail-oriented with strong organizational skills



Proficient in computer and software applications



Reliable transportation and valid driver's license



Must be bondable and maintain professional etiquette



### POSITION DETAILS



EMPLOYMENT TYPE:  
**FULL-TIME**



BENEFITS:  
**GREAT BENEFITS PACKAGE**



WAGE:  
**DOE (DEPENDS ON EXPERIENCE)**



CLOSING DATE:  
**APRIL 20, 2026**



HIRING PREFERENCE:  
**INDIAN PREFERENCE DOES APPLY.**



### HOW TO APPLY

#### SUBMIT THE FOLLOWING:

- ✓ Completed NPTHA Application
- ✓ Three (3) Work References



EMAIL TO: [nptha@nezperce.org](mailto:nptha@nezperce.org)  
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QUESTIONS? CALL **(208) 843-2229**

