



Job Title: BUSINESS TECHNICIAN

Department /Office: Yuwehloo Pahki Community

Reports To: Community Service Administrator

Salary / Hourly Range: 37

Job Classification Code: 8810

Level of Background Check: 1B

FLSA Status: NON-EXEMPT

Driving Required: Yes, As Required

Revised: 05/20/2015

INTRODUCTION:

This position is responsible for performing account maintenance/monitoring and clerical work for assigned accounting functions. The incumbent performs duties requiring knowledge and skill in mathematics, debits & credits, costs-projections and applicable tribal, state & federal policies and procedures.

DUTIES:

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Receives and processes financial documents for assigned accounting functions such as accounts payable or general ledger maintenance; reviews documents; verifies accuracy and calculations; completes with appropriate information as needed; enters information into automated financial information systems for processing.
2. Establishes and maintains accounting information in the automated financial information systems; posts information and performs data entry for accounting transactions; maintains automated files and database; processes data to produce accounting documents; retrieves data for reports and/or records; and generates automated reports and records.
3. Receives and reviews accounting reports and statements; reviews and reconciles assigned accounting functions; verifies that account information; balances accurately reflect accounting transaction and data entries; identifies discrepancies; and prepares journal entries to correct discrepancies.
4. Prepares standard monthly journal entries to the general ledger based upon established formats and methodologies; logs, tracts and files all journal entries; and performs monthly account reconciliation.
5. Establishes and maintains community financial records and files in accordance with records retention requirements; and researches information in files upon request; attends Board of Commissioner, Village, Community meeting; etc, to provide information on area of responsibility.
6. Performs other duties as assigned and authorized to achieve program goals and objectives.

PERSONAL CONTACTS:

Contacts are with employees within/outside the immediate work area; and funding agency representatives, vendors and the general public. The purpose of these contacts is to exchange factual information, coordinate work efforts and provide assistance.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:

The work is sedentary and is performed in a standard office environment requiring normal safety precautions typical of office/meeting rooms and working around office equipment/machines. The incumbent may be required to lift objects in excess of 5 lbs. Occasional travel on and off the reservation is required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

A. Education: Associates degree in Accounting or closely related field;

AND

B. Two (2) years increasingly responsible bookkeeping and clerical accounting experience in an automated environment, preferably in governmental accounting;

AND

C. Training: Knowledge and skill in an automated financial system and federal GAAP and OMB Circulars;

AND

D. Any equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

A. Knowledge:

- Working knowledge of accounting principles, practices and methods including fund accounting.
- Working knowledge of budgetary practices.
- Working knowledge of data processing as it related to accounting records application.

B. Skills:

- Good verbal and written communication skills to prepare correspondences, reports and conduct presentations.
- Good human relations skills.
- Skill in operating basic office equipment/machines, personal computers, financial systems and applicable software.

C. Abilities:

- Ability to analyze and interpret fiscal and accounting records.
- Ability to prepare accurate and complete financial statements and reports.
- Ability to maintain confidentiality.
- Ability to establish and maintain positive professional working relationships with others.

NECESSARY SPECIAL REQUIREMENTS:

1. Must complete & pass the pre-employment screening in accordance with Hopi Tribal Policy.
2. Must possess a valid Arizona driver's license and satisfactorily pass the Hopi Tribe's Defensive Driving Course.