



OFFICE OF FINANCIAL MANAGEMENT

GENERAL LEDGER ACCOUNTANT

INTRODUCTION: This position is responsible for analyzing, monitoring, and maintaining accounting and payroll entries to the Hopi Tribe's General and Subsidiary Ledgers in compliance with Tribal & Federal regulations, policies, procedures & practices. The incumbent performs complex technical duties requiring comprehensive knowledge and high-level skills in accounting principles, methods & techniques and practices & procedures and applicable policies & procedures.

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

1. Prepares and reviews general & subsidiary ledger & journal entries for accuracy and completeness in preparation for month-end and year-end close.
2. Assists the Accounting Manager in preparing periodic fiscal reports, financial statements, short / long term conditions & projections; assists in communicating management's requirements to Department / Office managers and contractors; assists in preparing monthly reconciliations in a timely and accurate manner.
3. Works closely with the Accounting Manager, provides guidance to the Accounts Receivable, Accounts Payable, Procurement and Payroll Units, in maintaining controls to ensure that all information recorded in subsidiary ledgers is accurate and timely and ties to the General Ledger. Assists the Accounting Manager develop and implement accounting procedures, which includes recommending improvements to the Accounting Manager concerning accounting policies.
4. Assists with developing the Indirect Cost Rate Proposal annually by gathering data, preparing spreadsheets and schedules for submittal to the Office of Inspector General and other special projects as assigned.
5. Assists with annual audits of financial & program records and resolving audit findings for Tribal departments and contract / grants programs. Prepares audit schedules and analysis for audits as required.
6. Performs other duties as assigned and authorized by the supervisor to achieve office goals and objectives.

COMPLEXITY: The work consists of duties that involve various related steps, processes and methods. The decision regarding what needs to be done include the assessment of unusual circumstances, variations in approach and incomplete or conflicting data. The work requires making many decisions concerning such things as the interpretation of considerable data, or refining the methods and techniques to be used.

SUPERVISION RECEIVED: The incumbent is under general supervision and line authority of the Accounting Manager. The supervisor makes assignments by defining objectives, priorities and deadlines and assists the incumbent with unusual situations, which do not have clear precedents. The incumbent plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training or accepted practices in the occupation. Completed work is evaluated for technical soundness, appropriateness and conformity to policy and requirements.

PERSONAL CONTACTS: Contacts are with employees within / outside the immediate work area, tribal officials, BIA, IHS, villages, local, state and federal agencies and the general public. The purpose of these contacts is to exchange factual information, provide technical assistance on financial matters, resolve operating problems and establish a network of resources.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS: The work is mostly sedentary and is performed in a standard office environment requiring normal safety precautions typical of office / meeting rooms and working around office machines / equipment. Occasional travel on and off the reservation is required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training, and Experience:

A. Education : Bachelor's Degree in Accounting or Business Administration (including accounting courses);

AND

B. Training : Completion of training in automated financial management systems;

AND

C. Experience : Six (6) years of direct accounting / bookkeeping work experience preferably in a governmental fund accounting setting;

OR

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

2. Required Knowledge, Skills, and Abilities:

A. Knowledge : Comprehensive knowledge of fiscal management / accounting principles, practices and methods, including governmental enterprise & investment fund management accounting practices

Working knowledge of automated data processing systems and software programs applicable to fiscal management (encumbrances / accrual system)

Considerable knowledge of electronic data processing as it relates to account management & records management

Working knowledge of federal and state IDC rate proposals, applicable rules & regulations, including the negotiations process

Working knowledge of internal and field auditing practices and procedures

B. Skills : Excellent communication, and community/human relation's skills

Excellent analysis and negotiation skills

Good skill in operating microcomputers, electronic calculators and other modern office equipment

C. Abilities : Ability to establish and maintain general & subsidiary ledgers, account journals & registers, chart of accounts, trial balances, bank reconciliation, etc., for maintaining budget controls & tracking expenditures

Ability to perform internal audits and makes appropriate recommendations for corrective action on findings.

Ability to analyze situations for data and draw sound conclusions,

Ability to develop data processing procedures & forms for use by program directors

Ability to establish and maintain professional working relationship with others

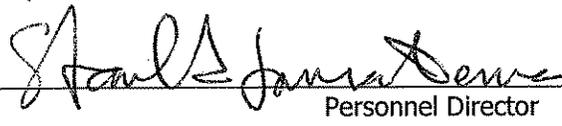
NECESSARY SPECIAL REQUIREMENTS:

1. Possess or be able to obtain an Arizona Driver's License and complete / pass the Hopi Tribe's Defensive Driving Course.
2. Must obtain positive results on background check and professional references.

PREFERRED REQUIREMENT:

1. Certified Public Accountant (CPA) credential.

REVIEWED BY:  09.26.02
Department/Program Hiring Authority Date

APPROVED BY:  09.27.02
Personnel Director Date