

**Job Title: ACCOUNTING MANAGER**

Department /Office: Office of Financial Management
Reports To: Assistant Finance Director
Salary / Hourly Range: 48
Job Classification Code: 8810
Level of Background Check: 1B
FLSA Status: EXEMPT
Driving Required: Yes, As Required
Revised: 03/23/2015

JOB DESCRIPTION:

This position is responsible for planning, analyzing, and monitoring fund accounting and payroll accounting activities to ensure compliance with established policies, procedures, and regulations. The incumbent performs as a Supervisor in the Financial Reporting Unit, working with a large accounting system in support of administration. The incumbent performs financial administrative and supervisory duties of semi-difficulty and complexity requiring professional working knowledge and skills in a financial management function.

KEY DUTIES AND RESPONSIBILITIES:

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

1. Supervises the day-to-day operations and activities of the Financial Reporting Unit, provides accounting guidance to the staff in the Accounts Payable, Accounts Receivable, Procurement, Payroll sections and to Tribal offices, departments, programs, and Villages, Budget Operational Team (BOT), Tribal Management Team, and Tribal Council in all matters pertaining to proper recording of accounting transactions; performs the more difficult or special accounting and budget work and assists in developing and implementing accounting procedures; recommends changes to improve efficiency and accuracy.
2. Prepares and reviews financial transactions in the general ledger system ensuring all necessary information has been included for the accounting period and that information is accurately reported for the period. Performs the month-end and year-end close of the general ledger on a timely basis.
3. Supervises the preparation of periodic fiscal reports, financial statements, short/long term conditions and projections; communicates management's requirements to office/department directors, program managers and contractors. Prepares monthly reconciliations in a timely and accurate manner. Establishes and supervise the maintenance of general ledgers, registers and other records of initial entry; consults with and advises upper management of the condition of accounts. Maintains controls to ensure that all information recorded in subsidiary ledgers is accurate, timely and ties to the General ledger.
4. Reviews accounting activities, transactions and reconciliation; ensures accuracy and compliance with state, federal and local regulations and with generally accepted accounting principles; reviews and approves final documents and transactions; identifies discrepancies and initiates and/or implements corrective actions to resolve discrepancies and correct errors.
5. Coordinates the completion of the Tribe's annual fiscal audit process; coordinates the collection and preparation of audit information; prepares audit schedules, conducts meetings with tribal managers, finance staff and auditors; reviews audit reports; and coordinates preparation of responses to audit findings and the implementation of approved policy and procedural changes.
6. Assists with the development of the Indirect Cost Rate (IDC) proposal for submittal to the Office of Inspector General. Work will include creating and maintaining spreadsheets, analyzing account balances, preparing schedules and applying federal regulations in the preparation and negotiation of Indirect Cost Rate Proposal.
7. Exercises supervisory responsibility over subordinate staff in order to efficiently and effectively complete work; instructs and trains staff regarding work assignments, procedures, methods and techniques; establishes performance standards for subordinate staff; monitors work in progress and evaluates performance on a timely basis; and recommends personnel actions as necessary. Provides regular training to subordinate staff in best industry practices to ensure that the office's customers receive fast, efficient, cost effective and courteous service.
8. Performs other duties as assigned and authorized by the supervisor to achieve Tribal/office goals and objectives.

PERSONAL CONTACTS:

The incumbent maintains daily contact with employees within/outside the immediate work area; and frequent contact with Tribal Office/Department Directors and Program Managers, Village officials/staff, BIA, Indian Health Services, and other federal, state, and local agencies; and contact with Tribal officials and Hopi Tribal Council. The purpose of these contacts is to provide technical assistance on financial, contract/grant matters, resolve operating problems, and exchange information and data.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:

The work of the incumbent is mostly sedentary and is performed in an office environment requiring normal safety precautions typical of office/meeting rooms and working around office equipment/machines. The work may extend beyond the normal eight (8) hour daily schedule. Travel on and off the Hopi reservation and occasional travel by airline to far distant locations to conduct business is required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

A. Education: Bachelor's Degree in Accounting;

AND

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

AND

C. Experience: Eight (8) years progressively responsible professional accounting and management experience preferably in a governmental fund accounting system, with three (3) years of supervisory responsibilities;

OR

D. Any equivalent combination of Education, Training or Experience which demonstrates the ability to perform the duties of the position and determined to be acceptable by the Office of Human Resources.

2. Required Knowledge, Skills and Abilities:

A. Knowledge:

- Comprehensive knowledge of accounting principles, practices and methods, including governmental, enterprise and investment fund account management.
- Thorough knowledge of financial operations, principles of management and supervision.
- Considerable knowledge of electronic data processing as it relates to accounting records applications.
- Working knowledge of governmental fiscal audit principles, methods, and practices, including the audit resolution process.
- Considerable knowledge of Federal & State Indirect Cost Rate proposals and requirements and negotiation process, including the negotiation process of PL 93-638 contracts.
- Considerable knowledge of internal and field audit practices and procedures.

B. Skills:

- Excellent writing and verbal skills to communicate policy, strategy, management principles, narrative reports, etc.
- Exceptional interpersonal skills, a collaborative style and the ability to communicate effectively.
- Excellent management and administrative skills including strategic planning, organizational development and assessment, project planning and administration, supervision, etc.
- Excellent analysis and negotiation skills
- Excellent skill in operating electronic calculators, computers and other modern office equipment/machines.
- Excellent customer service and public relations skills.

C. Abilities:

- Ability to establish and maintain general ledgers, chart of accounts, and trial balances for tracking expenditures and maintain budget controls.
- Ability to perform internal audits and make appropriate recommendations for corrective course of action on findings.
- Ability to analyze data to draw sound conclusions, analyze situations, and adopt effective course of action.
- Ability to interpret and effectively communicate the intent and application for fiscal management policies and procedures.
- Ability to plan, organize and accomplish work in accordance with established objectives, priorities and timelines.
- Ability to interpret the purpose/intent of objectives, rules and regulations, etc.
- Ability to review and assess capabilities and performance of subordinate staff and take corrective action.
- Ability to build effective teams, coach and develop others.
- Ability to develop data processing procedures and forms for use by Tribal offices/programs.
- Ability to establish and maintain effective, positive and professional working relationships with staff and others.
- Ability to lead complex accounting projects through to completion.

NECESSARY SPECIAL REQUIREMENTS:

1. Must possess an Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving Course.
2. Must complete/pass the pre-employment screening in accordance with Hopi Tribal Policy.