

ACCOUNTANT

Sipaulovi Village

Reports to CSA

Salary/ Hourly Range: 30

Job Classification Code: 8810

Level of Background Check: 1B

FLSA Status: NON-EXEMPT

Driving Required: Yes, as Required

Revised: 06/29/2015

JOB DESCRIPTION:

This position is responsible for performing manual and computerized accounting duties and maintaining of transcriptions in support of the Village of Sipaulovi.

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. Provides bookkeeping and accounting services, i.e. maintaining documents/files, general and journal ledgers, check registers, bank/investment reconciliation and chart of accounts utilizing Quickbooks.
2. Prepare and provides monthly bank and investment reconciliation statements to CSA for review and approval.
3. Assist in the preparation of Village Budgets and prepare monthly financial reports as required assuring that compliance requirements are met;
4. Prepares for financial audits and coordinate audit process.
5. Administers the payroll, leave and fringe benefits program and any other relevant payroll data, issues payroll checks through an automated system and distributes as scheduled; processes quarterly payroll reports required by state and federal agencies; maintains related records for audit purposes.
6. Account for all revenue transactions, deposits, and posting.
7. Review and process requisitions for purchases to ensure compliance with accepted procurement procedure and methods of prevailing policies and rules of procedure.
8. Maintain subsidiary ledgers for all store and credit card accounts.
9. Coordinates inquiries from board members, employees, management and fiscal institutions regarding village accounting management and recommends procedural changes to supervisor.
10. Maintain daily office operations; ensure efficient flow of communication; assists telephone/personal callers with direct assistance or referring them to appropriate staff depending on nature of business. Reviews and handles routine administrative matters informing supervisor of developments, problems and/or procedures.
11. Assist in the preparation of the General Fund/SWA budgets; continuous management of and support of budgets and forecast activities, and ensures financial records are maintained in compliance with accepted policies and procedures.
12. Prepare monthly invoicing for water customers.
13. Perform other related duties as assigned and authorized to achieve management objectives.

PERSONAL CONTACTS:

Contacts are with employees within/outside the work area, village members, financial institutions, Board/Committee members, Auditor and the general public. The purpose of these contacts is to exchange factual information and to communicate financial matters.

PHYSICAL EFFORTS & 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 machines/equipment. Occasional travel on and off the reservation is required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:
 - A. Education: Associates Degree in Business Administration or Accounting
AND
 - B. Experience: Four (4) years work experience in responsible accounting position, preferably in an automated accounting environment.

OR

 - C. 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:

- Knowledge of accounting principles, practices and methods.
- Knowledge of state, federal and local laws, regulations, policies and procedures governing payroll and financial management.
- Knowledge in the operation of computers and software, i.e., word processing, spreadsheets, database, etc.

B. Skills:

- Skill in the maintenance of all computerized accounting records and the preparation of financial reports and statements.
- Skill in manual bookkeeping and related processes.
- Excellent verbal and written communication skills for public presentations, preparation of statistical and narrative reports, composing business correspondence, etc.
- Skill in operating a computer, appropriate software and basic office equipment/machines, i.e., word processing, spreadsheets, database, copier, fax, calculator, etc.

C. Abilities:

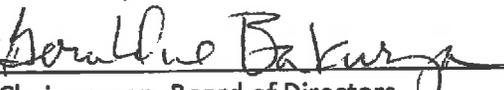
- Ability to establish and maintain general ledgers, account journals/registers, chart of accounts, trial balances and bank/investment reconciliation using Quickbooks.
- Ability to make decisions, meet deadlines, work under pressure and maintain confidentiality.
- Ability to prepare accurate and complete financial statements and reports including investment reports. Analyze and interpret fiscal and accounting records.
- Ability to establish and maintain positive working relationships with others.

NECESSARY SPECIAL REQUIREMENTS:

1. Possess valid Arizona Driver's License and complete/pass the Hopi Tribes Defensive Driving Course.
2. Speak and understand the Hopi Language to communicate effectively with the Hopi People and officials.
3. Must undergo a background investigation

Salary \$14.46 per hour

Reviewed by:  Date 6/30/2015
Community Services Administrator

Approved by:  Date 6/30/15
Chairwoman, Board of Directors