



ACCOUNTANT

Village: Sichomovi
Reports To: Community Service Administrator
Salary/Hourly Range: 32
FLSA Status: NON-EXEMPT; Full-Time, Part-Time, Temporary

VALID DRIVER'S LICENSE REQUIRED
PD Revised: 01/05/2016

INTRODUCTION:

This position performs village account maintenance/monitoring and related clerical tasks using Quickbooks software. The work consists of duties involving different and related processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase or issues involved in each assignment and the chosen course of action may have to be selected from several options. The incumbent is supervised by the Community Services Administrator who provides assignments, deadlines and priority of assignments. The incumbent uses initiative in carrying out recurring assignments independently, referring deviations or problems to the supervisor for assistance. The supervisor assures that finished work and methods are in compliance with instructions or established procedures.

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. Assists in developing Village budgets, prepares budget modifications, quarterly expenditure reports and an annual financial report.
2. Processes requisitions for payment of services received and for purchase of goods and services.
3. Monitors expenditures and alerts supervisor to all questionable matters.
4. Reviews expenditure reports from the Hopi Tribe and reconciles with internal records.
5. Establishes and maintains records and files and prepares records for annual audits.
6. Maintains all financial records in compliance with audit requirements; develops an archiving system for secure records retention.
7. Makes recommendations for improvement of Village financial systems and drafts policy changes as deemed necessary.
8. Attends monthly and special Sichomovi Board meetings to present financial reports and respond to questions relevant to scope of work.
9. Assists with general office tasks by answering phones, taking messages, assisting visitors.
10. Attends and assists with village functions as needed.
11. Performs other duties as assigned and authorized to achieve Village goals and objectives.

PERSONAL CONTACTS:

Contacts are with employees within/outside the immediate work area, 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 performed in a standard work environment, requiring normal safety precautions, typical of office/meeting rooms and working around office equipment. The incumbent may be required to lift objects in excess of 25 lbs. Occasional travel on and off the reservation is required.

MINIMUM QUALIFICATIONS:

1. **Required Education, Training and Experience:**

Education: Associates Degree in Accounting;

AND

Training: Certificate of Completion in Quickbooks Training;

AND

Experience: Three (3) years direct work experience in automated Accounting;

OR

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:**

Knowledge:

- Working knowledge of Quickbooks Software
- Working knowledge of Hopi Tribe's Accounting systems
- Working knowledge of budgetary practices
- Working knowledge of Village Appropriations Language requirements

Skills

- Excellent Skill in operating basic office equipment
- Excellent ability to present reports to a variety of audiences
- Excellent computer skills
- Excellent analytical skills

Abilities

- Ability to prepare accurate financial reports, analyze & interpret financial reports and take corrective action as needed
- Ability to establish professional working relationships with others
- Ability to meet deadlines, work under pressure and maintain confidentiality
- Ability to seek guidance when necessary

NECESSARY SPECIAL REQUIREMENTS:

1. Must complete & pass the pre-employment screening, medical clearance in accordance with Hopi Personnel Policy and Procedures Manual.
2. Must possess valid Arizona Driver's License and complete/pass the Hopi Tribes Defensive Driving Course.
3. Ability to attend village meetings and work weekends.
4. Speak and understand the Hopi language.