



HOPI CREDIT ASSOCIATION Employment Opportunity

Position/Title: Accountant
Reports To: Executive Director
Job Level: Full Time Classified
Salary Range: 47

BACKGROUND ON THE HOPI CREDIT ASSOCIATION: The Hopi Credit Association (HCA) is a Native Certified Development Financial Institute (CDFI) lending organization located on the Hopi Reservation in northern Arizona. HCA's loan portfolio includes consumer and micro-enterprise loans intended to promote personal, community and economic growth.

POSITION SUMMARY: The Accountant ensures the integrity of HCA's accounting information by recording, verifying, consolidating and entering transactions in compliance with Generally Accepted Accounting Principles, Federal regulations and Grant & Contract conditions. The incumbent performs complex tasks which require comprehensive financial knowledge and accounting skills and related principles required of a 501 (C)(4) organization.

DUTIES AND RESPONSIBILITIES (not all inclusive)

- Ensures that the fiscal management policies are up to date and are adhered to.
- Assists in preparing organizational budgets for operations and services in compliance with source of funds, assuring loan payments are included for all loans secured.
- Implements an internal automated and manual records management system that ensures internal controls are in place and records are audit ready.
- Analyzes portfolio goals against actual portfolio activity and prepares reports for HCA Board of Directors' (BOD) meetings.
- Maintains vendor records, assuring consulting contracts are properly approved by the BOD and payments are accurate for services rendered prior to payment.
- Issues proper IRS documents for services of contractors at year end, i.e. W-2, 1099, etc.
- Assures all credit card purchases are properly documented by each employee.
- Reports to HCA Board of Directors regarding financial status and financial position of the organization.
- Facilitates the annual fiscal audit process and prepares corrective action plan response on audit findings.

Minimum Qualifications and Requirements

- Advanced knowledge of accounting principles and practices
- Advanced knowledge of analysis of financial data and reporting information
- Advanced knowledge of business and management principles involving strategic planning, resource allocations, budgeting, etc.
- Advanced knowledge of fund and grants/contracts accounting
- Advanced knowledge of automated data processing systems and software systems applicable to fiscal management, including Sage and Mortgage Office
- Advanced knowledge of internal and field auditing practices and procedures
- Bachelor's degree in Accounting or Finance, training in Audit Compliance, and 5 years direct work experience in Accounting/Finance

Candidates should send their application and resume, including names of three (3) references by February 10, 2017 to Wayne Taylor at wayne@hopicredit.us. The application can be found on the HCA website at www.hopi-nsn.gov/hopi-credit-association or you may visit or call HCA at (928) 738-2205.