



HOPI CREDIT ASSOCIATION  
PO Box 1259 Keams Canyon, AZ 86034  
Phone: (928) 738-2205/Fax: (928) 738-5633

## EMPLOYMENT OPPORTUNITY

**POSITION:** Accountant  
**OPENING DATE:** January 8, 2018  
**CLOSING DATE:** Open Until Filled

### DUTIES AND RESPONSIBILITIES (not all inclusive)

- 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.
- Issues proper IRS documents for services of contractors at year end, i.e. W-2, 1099, etc.
- 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

- Bachelor's degree in Accounting or Finance, training in Audit Compliance, and 5 years direct work experience in Accounting/Finance
- Advanced knowledge of accounting principles and practices
- Advanced knowledge of analysis of financial data and reporting information
- 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
- Must have valid AZ Driver's license
- Must successfully pass background check

The job application can be downloaded on HCA website at [www.hopi-nsn.gov/hopi-credit-association](http://www.hopi-nsn.gov/hopi-credit-association). Submit application, resume, including names of three (3) references to [lisa@hopicredit.us](mailto:lisa@hopicredit.us) or mail to Hopi Credit Association, PO Box 1259, Keams Canyon, AZ 86034.