



Hopi Credit Association
P.O. Box 1259
Keams Canyon, AZ 86034
Tele: (928) 738-2205/Fax: (928) 738-5633

JOB ANNOUNCEMENT

POSITION: Accountant (part-time)

OPENING DATE: January 25, 2019

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:

- Associates degree in Accounting or Finance, training in Audit Compliance, and 3 years direct work experience in Accounting/Finance
- Knowledge of accounting principles and practices
- Knowledge of analysis of financial data and reporting information
- Knowledge of fund and grants/contracts accounting
- 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

To download the job application, log onto www.hopi-nsn.gov/hopi-credit-association or call to request at (928) 738-2205. Submit application, resume, including names of three (3) references to Alissa Charley at lisa@hopicredit.us or mail to:

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