



## **ACCOUNTING SPECIALIST**

Office of Financial Management

Reports To: Accounting Specialist Supervisor

Salary Range: 38

FLSA Status: NON-EXEMPT

**VALID DRIVER'S LICENSE REQUIRED**

PD Revised: 01/18/2019

### **INTRODUCTION**

This position is responsible for performing account maintenance/monitoring and reconciliation of assigned accounting functions associated with contract and grant administration. The incumbent performs duties requiring knowledge and skill in mathematics, fund accounting and its principles, budget and preparation, cost-projections and application of tribal, state & federal regulations, policies and procedures.

The incumbent is under general supervision and line authority of the Accounting Specialist Supervisor or the Assistant Finance Director. The supervisor provides assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The incumbent uses initiative in carrying out recurring assignments independently without specific instruction, referring deviations or problems to the supervisor for assistance. The supervisor assures that finished work and methods are in compliance with Generally Accepted Accounting Principles, Government Accounting Standard Board Rules and using Contract Administration Terminology.

The work consists of duties involving different and related processes and methods for Fund Accounting and Contracts/Grants Administration. 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 many alternatives. Understanding the parameters of federal regulation and tribal policy are required.

### **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. Receives and processes financial documents for assigned accounting functions within the general ledger and contracts/grants modules maintenance; reviews documents; verifies accuracy and calculations; completes with appropriate information as needed; and enters information into automated financial accounting system.
2. Prepares financial reports and documents; records for assigned accounting programs; ensures accuracy and completeness; and forwards for appropriate review, approval and/or processing.
3. Establish, track and maintain accounting information in the automated financial accounting system; posts information and performs data entry for accounting transactions; maintains automated files and database; processes data to produce accounting documents; retrieves and compiles data for reports and/or records; and generates automated financial reports and maintains records.
4. Receives and reviews program reports and statements; reconciles assigned accounting data per contract/grant and verifies that account information/balances accurately reflect proper accounting periods of each transaction and data is accurately entered; identifies discrepancies; and prepares journal entries to correct discrepancies.
5. Prepares standard monthly journal entries to the general ledger based upon established formats and methodologies; logs, tracks and submits all journal entries; and performs monthly account reconciliation per fund and department codes.
6. Establish and maintain contract/grant records and files in accordance with records retention requirements; and researches information in files upon request.
7. Assist departments/offices with accounting questions; explains policies and procedures; and researches information upon request and assist other accounting staff as needed.
8. Monthly reconciliation of all subsidiary, liability and accounts receivable ledgers created with each fund.
9. Performs month end close procedures; prepares financial statements of official record; and performs other duties as assigned and authorized to achieve Tribal and Program goals and objectives.

### **PERSONAL CONTACTS**

Contacts are with employees within/outside the immediate work area, funding agency representatives, 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 office environment requiring normal safety precautions typical of office/meeting rooms and working around office machines/equipment. The incumbent may be required to lift objects in excess of 5 lbs. Occasional travel on and off the reservation is required.

### **MINIMUM QUALIFICATIONS**

Education: Associate's Degree in Accounting or closely related field;

AND

Experience: Four (4) years accounting and contracts administration experience in an automated environment, preferably in governmental fund accounting and administering contracts or grants from federal, state and/or local agencies.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Working knowledge of accounting principles, rules, practices and methods including fund accounting;
- Working knowledge of budgetary practices;
- Working knowledge of data processing as it relates to accounting records application;
- Working knowledge in reading and comprehension of Contract/Grant Award Administration;
- Working knowledge of Indirect Cost and its methods and recoveries;
- Working knowledge of contractual agreement establishment and enactment;
  
- Good verbal and written communication skills to prepare correspondence, reports and conduct presentations;
- Good human relations skills;
- Skill in operating basic office equipment/machines, personal computers, financial systems and applicable software;
  
- Ability to analyze and interpret fiscal and accounting records and data (current and historical);
- Ability to prepare accurate and complete financial statements and reports;
- Ability to perform complex accounting work and account reconciliations;
- Ability to maintain confidentiality;
- Ability to establish and maintain positive professional working relationships with others.

### **NECESSARY SPECIAL REQUIREMENTS**

1. Must possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
2. Driving is an essential function of this position. Certification to operate a tribal vehicle for business purposes requires a valid Arizona driver's license. Incumbent must maintain a clear driving record to meet all necessary insurance requirements.
3. Must complete and pass the pre-employment screening including fingerprint and background investigation in accordance with the Hopi Tribal policy.
4. Must be able to pass mandatory and random drug & alcohol screening.
5. Must not have any felony convictions.
6. Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.

### **CONDITIONAL EMPLOYMENT REQUIREMENTS**

Incumbents who do not meet the minimum qualifications for the position may meet other qualification requirements as listed.

\*May be hired at Range 35 if incumbent does possess a High School diploma or GED Certificate; Twenty (20) hours of accounting course work (with a passing grade); and Three (3) years increasingly responsible accounting and contracts administration experience in an automated environment, preferably in governmental fund accounting and administering contracts or grants from federal, state and/or local agencies; OR Any equivalent combination of Education and Experience which demonstrates the ability to perform the duties.

\*May be hired at Range 32 if incumbent does possess a High School diploma or GED Certificate; Twenty (20) hours of accounting course work (with a passing grade); and Two (2) years increasingly responsible accounting and contracts administration experience in an automated environment, preferably in governmental fund accounting and administering contracts or grants from federal, state and/or local agencies; OR Any equivalent combination of Education and Experience which demonstrates the ability to perform the duties.