

HOPI CREDIT ASSOCIATION ACCOUNTANT (PART TIME)

INTRODUCTION

This position ensures the integrity of Hopi Credit Association's (HCA) 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

- Ensures the HCA Fiscal Management policies are up to date and adhered to.
- Assists the Executive Director in preparing organizational budgets for operations. Assures services are in compliance with source of funds. Assures loan payments are made 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 actual portfolio activity against portfolio goals and prepares reports for HCA Board of Directors' meetings.
- Maintains vendor records, assuring consulting contracts are properly approved by the HCA Board of Directors 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.
- Verifies all credit card purchases are properly documented by employees.
- Prepares and submits monthly written financial reports to HCA Board of Directors.
- Verifies annual inventory of real property/equipment for audit purposes.
- Facilitates the annual fiscal audit process and prepares corrective action plan response on audit findings.
- Prepares and submits any required grant reporting.
- Cross trains other personnel as needed and authorized.
- Works directly with Executive Director to achieve Hopi Credit Association's financial goals.
- Performs other duties that may be assigned.

COMPLEXITY: The work consists of various related steps, processes and methods. The work requires making decisions based on the analysis of considerable data, and refining the methods and techniques to be used.

SUPERVISION: The incumbent is directly supervised by the Executive Director. The supervisor makes assignments by defining objectives, priorities and deadlines and is available to assist the incumbent with unusual situations.

PERSONAL CONTACT: The incumbent's contacts include HCA membership, potential clients, vendors, HCA Board of Directors, and outside professionals.

PHYSICAL & ENVIRONMENTAL FACTORS: The work is primarily sedentary and work will be performed in a standard office environment. Some travel may be required.

QUALIFICATIONS

- A. Education: Associates Degree in Accounting or Finance
- B. Training: Audit Compliance
- C. Experience: Four (4) years direct work experience in Accounting and/or Finance; experience using accounting software and Loan Management software.

-OR-

Any equivalent combination of Education, Training or Experience that demonstrates the ability to perform the duties and responsibilities of the position.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- A. Knowledge:
 - Knowledge of accounting principles and practices,
 - Intermediate knowledge about public fund investing.
 - Knowledge of analysis of financial data and reporting information.
 - Knowledge of business and management principles involving strategic planning, resource allocations, budgeting, etc.
 - Knowledge of tribal laws, legal codes, government rules and regulations, and other rules and regulations related to Hopi Credit Association's interactions.
 - Knowledge of fund and grants/contracts accounting
 - Knowledge of automated data processing systems and software systems applicable to fiscal management of Community Development Institution Funds, such as Sage and Mortgage Office.
 - Knowledge of internal and field auditing practices and procedures.
- B. Skills:
 - Active listening skills, ability to understand different points of view.
 - Critical thinking skills by using logic and reasoning to identify alternative solutions, conclusions and approach to a problem.
 - Judgment and decision making skills in applying cost/benefit analysis of various options or choices.
 - Problem solving skills by reviewing information to develop and evaluate options and recommending solutions.
 - Time Management skills to handle multiple job responsibilities and prioritize tasks.
- C. Abilities:
 - Ability to analyze and select appropriate methods or formula to solve a problem.
 - Ability to communicate clearly and concisely both verbally and in writing.
 - Ability to assess a situation to address a potential problem.
 - Ability to identify a pattern that may negatively impact the financial/accounting reports.

NECESSARY REQUIREMENTS

- Must maintain confidential and sensitive information
- Must be bondable
- Must have a valid Arizona Driver's License
- Must successfully pass background check (criminal/felony and consumer credit)

SPECIAL HIRING CONSIDERATIONS

- Ability to speak Hopi
- No housing available