



## ACCOUNTING SPECIALIST SUPERVISOR

Office of Financial Management

Reports To: Assistant Finance Director

Salary/Hourly Range: 48

FLSA Status: EXEMPT; Full-Time, Part-Time, Temporary

VALID DRIVER'S LICENSE REQUIRED

PD Revised: 02/23/2017

### INTRODUCTION

This position is responsible for planning, analyzing and monitoring fund accounting and payroll accounting activities ensuring compliance with established policies, procedures, and regulations. The incumbent performs as a supervisor in the Financial Reporting unit, working with a large accounting system in support of administration. The incumbent performs financial, administrative & supervisory duties of semi-difficulty and complexity requiring professional working knowledge & skills in a financial management function. The incumbent is subject to administrative guidance and exercises broad independent judgement in providing sound direction in the accounting of contract/grants and general fund. The incumbent is under general supervision and line authority of the Assistant Finance Director. The incumbent and supervisor, in consultation, develop projects and results expected and set timelines. The incumbent is responsible for planning and carrying out assignments, resolving most of the conflicts that arise and coordinates work with others as necessary. The supervisor is kept informed of progress and potentially controversial matters. Completed work is evaluated for technical soundness, conformity to policy and in meeting requirements or expected results.

### 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. Responsible for supervising the day-to-day operations and activities of the Financial Reporting Unit, provides accounting guidance to the staff in the Accounting Specialist sections in all matters pertaining to proper processing and recording of accounting transactions.
2. Performs more difficult accounting tasks, i.e., preparing cost projections for Tribal Programs, ensuring staff in unit is in compliance with financial period closing procedures, fund draw downs, funding agency reports, etc.
3. Communicates established and approved financial management policies & procedures to Tribal Programs, responds to inquiries/complaints from tribal programs and vendors to resolve outstanding transactions/issues, and recommends and implements changes to internal accounting procedures to enhance and improve section operations for efficiency and accuracy.
4. Prepares and reviews financial transactions in the general ledger system ensuring all necessary information has been included for the accounting period and that information is accurately reported for the period.
5. Supervises the preparation of periodic fiscal reports, financial statements, short/long term conditions & projections; communicates management's requirements to Department/Office managers and contractors. Prepares monthly reconciliation's in a timely & accurate manner. Establishes and supervises the maintenance of general ledgers, registers and other records of initial entry; consults with and advises upper management of the condition of accounts. Maintains controls to ensure that all information recorded in subsidiary ledgers is accurate, timely and ties to the General Ledger.
6. Reviews accounting activities, transactions and reconciliation; ensures accuracy and compliance with state, federal and local regulations and with generally accepted accounting principles; reviews and approves final documents and transactions; identifies discrepancies and initiates and/or implements corrective actions to resolve discrepancies and correct errors.
7. Assists with the completion of the Tribes general fund and contracts/grants financial audits; assists in the collection and preparation of audit information, collaborates with tribal managers, finance staff & auditors to review audit reports and prepare corrective action plans to audit findings.
8. Establishes and supervises the maintenance of fund account assignments in current financial accounting software.
9. Exercises supervisory responsibility over subordinate staff in order to efficiently and effectively complete work, instructs & trains staff regarding work assignments, policies and procedures, method and techniques; establish performance standards and training plans for subordinate staff; monitors work in progress and evaluates performance and recommends personnel actions as necessary.
10. Performs other duties as assigned and authorized to achieve Tribal/Program goals and objectives.

**PERSONAL CONTACTS**

Contacts are with employees within/outside the immediate work area, department/program directors, tribal officials, BIA, HIS, villages, and other federal, state, and local agencies. The purpose of these contacts is to provide technical assistance on financial, contract/grant matters, resolve operating problems, and exchange information and data.

**PHYSICAL EFFORT & ENVIRONMENTAL FACTORS**

The work is mostly sedentary and is performed in an office environment requiring normal safety precautions typical of office/meeting rooms and working around office equipment/machines. The work may extend beyond the normal eight (8) hour daily schedule. Travel on and off the reservation is required.

**MINIMUM QUALIFICATIONS**

1. Required Education, Training and Experience:

Education: Bachelor’s Degree in Accounting or related field;

AND

Training: Knowledge and skill in an automated financial system and federal GAAP and OMB Circulars;

AND

Experience: Six (6) years progressively responsible professional accounting and management experience preferably in a governmental fund accounting system, with two (2) years of supervisory responsibilities;

OR

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

2. Required Knowledge, Skills and Abilities:

Knowledge:

- Comprehensive knowledge of accounting principles, practices and methods, including governmental accounting, budgeting practices;
- Thorough knowledge of financial operations, principles of management and supervision;
- Considerable knowledge of electronic data processing as it relates to accounting records applications;
- Considerable knowledge of internal and field audit practices and procedures.

Skills:

- Excellent communication, supervisory, and community/human relations skills;
- Excellent analysis and negotiation skills;
- Good skill in operating microcomputers and analyzing financial spreadsheet software.

Abilities:

- Ability to establish and maintain general ledgers, chart of accounts, trial balances;
- Ability to perform internal audits and makes appropriate recommendations for corrective action on findings;
- Ability to analyze data draws sound conclusions, analyze situations, and adopt effective course of action;
- Ability to make mathematical calculations rapidly and accurately;
- Ability to effectively supervise, train, and evaluate others;
- Ability to work under pressure;
- Ability to establish and maintain effective working relationship with others.

**NECESSARY SPECIAL REQUIREMENTS**

1. Must possess and maintain a valid Arizona Driver's License and complete the Hopi Tribe's Defensive Driving course.
2. Must complete and pass the pre-employment screening which includes fingerprint and background investigation in accordance with Hopi Tribal policy.
3. Must not have been convicted of misdemeanors at the local, state or federal level within the past twelve (12) months of application.
4. Must complete and maintain annual immunization and physical wellness exams.
5. Must be able to pass mandatory and random drug & alcohol screening.

**DESIRED REQUIREMENT**

1. Certification as a Certified Public Accountant or Certified Managerial Accountant.