



## **ACCOUNTS RECEIVABLE ACCOUNTANT**

Office of Financial Management

Reports To: ACCOUNTING MANAGER

Salary Range: 43

FLSA Status: NON-EXEMPT

VALID DRIVER'S LICENSE REQUIRED

PD Revised: 01/15/2020

### **INTRODUCTION**

This class consists of performing work to maintain accurate Accounts Receivable subsidiary ledgers/records for all monies owed to the Hopi Tribe through the Office of Financial Management and Treasury. The Incumbent performs complex technical duties requiring comprehensive knowledge in accounting principles, methods & techniques and practices.

The Incumbent is under general supervision and line authority of the Accounting Manager. Assignments are moderately reoccurring and incumbent uses accounting skills and initiative to maintain A/R records. The incumbent will be responsible for issuing accurate billings, gathering proper documentation for reimbursements, effective collections and knowing when to seek supervisory assistance. Majority of the duties involve working diligently with the Department of Transportation (HDOT).

### **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 maintaining accurate, individual records of various categories of A/R (i.e. Drawl Downs, Travel/Payroll Advances, Prepaid, Credit Card, Due To/From, Cost Reimbursement and IDC etc.).
2. Working knowledge of desktop computer, Accufund (Accounts Receivable/Travel Management modules), Microsoft Office (i.e., word processing, excel spreadsheets, power point, etc.) and systems support functions.
3. Responsible for collections, follow-up and monitoring late receipts, and working diligently to assure timely receipts of monies owed to Tribe.
4. Good verbal and written communication skills to compose general business correspondence, preparation of statistical reports, etc.
5. Responsible for preparing journal entries, posting to the general ledger and account reconciliations.
6. Responsible for maintaining accurate subsidiary account listings, data bases or files necessary to record A/R activity on the Accufund Accounting system.
7. Responsible for ad hoc reports and analysis regarding A/R activity and assisting staff with month and year-end closing.
8. Responsible for overall A/R maintenance and keeping the Supervisor apprised of areas or concern including late payments, NSF checks and other events which hinder collection of amounts owed to the Tribe.
9. Assists with annual financial audits, program records and resolving audit findings.
10. Assists in preparing audit schedules and analysis for auditors as required.
11. Performs other duties as assigned 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: Bachelor's Degree in Accounting (Preferred) or Business Administration;

AND

Training: Minimum of 4 years of experience in automated financial management systems;

AND

Experience: Four (4) year's direct work experience in Accounting;

OR

Equivalent combination of Education, Training, and Experience which demonstrates the ability to perform the duties.

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

- Working knowledge of accounting principles, rules, practices and methods including Governmental accounting;
- Working knowledge of data processing as it relates to accounting records application;
- Good verbal and written communication skills to prepare correspondence, reports and conduct presentations;
- Good interpersonal skills to effectively communicate, interact, and work with others;
- Skill in operating basic office equipment/machines, personal computers, Accufund financial system and applicable software;
- Ability to work in a fast pace environment and meet deadlines;
- Ability to establish and maintain positive professional working relationships with co-workers, tribal officials, auditors, vendors and general public;
- Ability to prepare accurate account receivable 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 criminal misdemeanors at the local, state, or federal level within the past five (5) years of application.