

UPPER VILLAGE OF MOENKOPI

**ADMINISTRATIVE ASSISTANT/ACCOUNTANT**

**INTRODUCTION:** This position is responsible for performing administrative and financial duties assisting management and village governance with planning, coordinating, supervising, researching and accounting activities/functions.

**DUTIES:** (The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive)

1. Provides the Community Services Administrator, Village leaders and Village Council with administrative and technical assistance in coordinating and implementing socio-economic projects, office/village policies & procedures, goals & objectives and office operations, i.e., administrative & financial activities.
2. Maintains daily office operations; ensure efficient flow of communication; assists telephone/personal callers with direct assistance or referring to appropriate staff depending on nature of their business; reviews and handles routine administrative matters informing supervisor of developments, problems and/or results.
3. Assists with research & surveys and compiling & analyzing information/data; assists with public presentations to Village leaders, Village council, residents and to appropriate Tribal, Federal and State agencies.
4. Represents the Upper Moenkopi Village administration at meetings & activities with outside agencies and organizations.
5. Develops financial policies & procedures to comply with the Hopi Tribe's financial policies and procedures to keep Upper Moenkopi Village's financial operations, audits, village businesses, budgets and funding sources in compliance; conducts and monitors internal audits of all Upper Moenkopi Village financial operations; consults with supervisor on results & findings; writes recommendations from findings; coordinates responses to audit findings.
6. Assists with budget preparation; maintains Contract/Grant accounting functions and duties; processes budget modifications/amendment, generates financial reports; develops and monitors an automated cuff accounting; provides bookkeeping, performs bank reconciliations, checks registers, chart of accounts utilizing the double-entry system manually and or computerized accounting.
7. Administers the payroll, leave and fringe benefit program and other related responsibilities; issues and distributes payroll checks through an automated system; processes quarterly payroll tax reports as required by state and federal agencies; maintains related records for audit purposes.
8. Reviews and processes requisitions for purchases; ensures compliance with accepted procurement procedures and methods and prevailing policies and rules of procedure.
9. Performs other related duties assigned or authorized to achieve the scope of the work and administration/village goals and objectives.

**COMPLEXITY:** The work consists of duties utilizing established systems, different and unrelated processes and methods. Decisions regarding what needs to be done depend 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 several alternatives. Work must adhere to generally accepted administrative and accounting practices, principles and techniques.

**SUPERVISION RECEIVED:** The incumbent is under general supervision and line authority of the Community Services Administrator. The incumbent and supervisor, in consultation, establish the overall objectives, priorities, resources and deadline; and assists incumbent with unusual situations, which do not have clear

precedents. The incumbent uses initiative in carrying out recurring assignments independently and in accordance with instructions or established policies. The incumbent plans and carries out the successive steps and handles problems and deviations in the occupation. Work is reviewed for technical accuracy, adequacy and conformance with established policies and procedures.

**PERSONAL CONTACTS:** Contacts are with employee within/outside the immediate co-workers, the Upper Village of Moenkopi leaders, Village Council, village committee members, the general public, Hopi Tribal Administration, financial institutions and other government and resource developmental agencies/personnel to exchange factual information, coordinate projects and communicate financial activities.

**PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:** The work is sedentary and is performed in a standard office environment requiring normal safety precautions typical of office/meeting rooms and working around office machines/equipment. The work may extend beyond the normal eight (8) hour daily schedule, i.e., evenings, weekends and holidays, in order to achieve the scope of the position. Minimal travel on and off the reservation is necessary.

**MINIMUM QUALIFICATIONS:**

1. Required Education, Experience and Training:

A. Education : Associates degree in Accounting, Business Administration, Public Administration or closely related field;

AND

B. Experience : Three (3) years work experience performing in an advisory and technical administrative position and three (3) years of responsible accounting responsibilities, preferably in an automated environment;

OR

C. Any equivalent combination of Education, Training and Experience determined to be acceptable by the Office of Human Resources.

2. Required Knowledge, Skills and Abilities:

A. Knowledge:

Knowledge of office & financial records management systems and controls  
Knowledge of budget procedures, accounting principles & practices  
Knowledge of accounting software, data base operations and payroll tax laws & procedures  
Knowledge of contract/grant compliance  
Knowledge of the political, cultural and socio-economic environment of the Hopi Reservation

B. Skills:

Excellent verbal and written communication skills  
Good researching and analyzing skills  
Skill in operating modern office machines/equipment and software programs  
Skill in maintaining computerized accounting records and the preparation of financial reports and statements  
Skill in operating modern office equipment/machines and software programs

C. Abilities:

- Ability to work independently, plan, organize and accomplish work within established policies, objectives, priorities and timelines
- Ability to prepare budgets, modifications, amendments and cost projections
- Ability to prepare proposals, narrative and technical reports
- Ability to maintain general ledgers, account journals, registers and bank reconciliations
- Ability to make decisions, and meet deadlines, work under pressure and maintain confidentiality
- Ability to establish and maintain effective professional working relationships with others

**NECESSARY REQUIREMENTS:**


1. Must complete and pass the pre-employment screening process (includes a background and fingerprint check) in accordance with Hopi Tribal Policy.
2. Must possess a valid Arizona driver's license and satisfactorily pass the Hopi Tribe's Defensive Driving Course.
3. Must have no felony convictions.

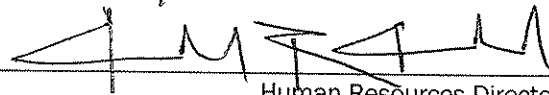
**DESIRED QUALIFICATION:**

1. Speak and understand the Hopi language.

**CONDITION TO EMPLOYMENT:**

All offers of employment is contingent upon successful completion of all reference checks, education verification (including credentials, licenses and degrees), and background investigation and other pre-employment screening requirement.

REVIEWED BY:  7/6/11  
Hiring Authority Date

APPROVED BY:  7/8/11  
Human Resources Director Date