



GENERAL LEDGER ACCOUNTANT

Office of Financial Management

Reports To: Finance Director

Salary Range: 43

FLSA Status: NON-EXEMPT

VALID DRIVER'S LICENSE REQUIRED

PD Revised: 05/15/2019

INTRODUCTION

This position is responsible for analyzing, monitoring, and maintaining accounting and payroll entries to the Hopi Tribe's General and Subsidiary Ledgers in compliance with Tribal & Federal regulations, policies, procedures, & practices. The Incumbent performs complex technical duties requiring comprehensive knowledge and High-level skills in accounting principles, methods & techniques and practices & procedures and procedures and applicable policies & procedures.

The Incumbent is under general supervision and line authority of the Accounting Manager. The supervisor makes assignments by defining objects, priorities and deadlines and assists the incumbent with unusual situations, which do not have clear precedents. The incumbent plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training or accepted practices in the occupation. Completed work is evaluated for technical soundness, appropriations and conformity to policy and requirements.

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. Prepares and reviews general & subsidiary ledger & journal entries for accuracy and completeness in preparation for month-end and year-end close.
2. Assists the Accounting Manager in preparing periodic fiscal reports, financial statements, short / long term conditions & projections; assists in communicating management's requirements to Department / Office managers and contractors; assists in preparing monthly reconciliations in a timely and accurate manner.
3. Works closely with the Accounting Manager, provides guidance to the Accounts Receivable, Accounts Payable, Procurement and Payroll Units, in maintaining controls to ensure that all information recorded in subsidiary ledgers is accurate and timely and ties to the General Ledger. Assists the Accounting Manager develop and implement accounting procedures, which includes recommending improvements to the Accounting Manager concerning accounting policies.
4. Assists with developing the Indirect Cost Rate Proposal annually by gathering data, preparing spreadsheets and schedules for submittal to the Office of Inspector General and other special projects as assigned.
5. Assists with annual audits of financial & program records and resolving audit findings for Tribal departments and contract / grants programs. Prepares audit schedules and analysis for audits as required.
6. 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, tribal officials, BIA, I H S, villages, local, state and federal agencies and general public. The purpose of these contacts is to exchange factual information, provide technical assistance on financial matters, resolve operating problems, and establish a network of resources.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS

The work is mostly sedentary and is performed in a standard office environment requiring normal safety precautions typical of office / meeting rooms and working around office machines / equipment. Occasional travel on and off the reservation is required.

MINIMUM QUALIFICATIONS

Education: Bachelor's Degree in Accounting or Business Administration or related field;

AND

Training: Completion of training in automated financial management systems;

AND

Experience: Four (4) year's direct work experience in Accounting, preferably in a governmental fund accounting;

OR

Any equivalent combination of Education, and Experience which demonstrates the ability to perform the duties.

KNOWLEDGE, SKILLS AND ABILITIES

- Comprehensive knowledge of fiscal management/accounting Principles, practices and methods, including governmental enterprise & investment fund management accounting practices.
- Working knowledge of automated data processing systems and software programs applicable to fiscal management (encumbrances/ accrual system).
- Considerable knowledge of electronic data processing as it relates to account management & records management.
- Working Knowledge of federal and state IDC rate proposals, applicable rules & regulations, including the negotiations process.
- Working knowledge of internal and field auditing practices and procedures.

- Excellent communication and community/human relations skills.
- Excellent analysis and negotiation skills.
- Good skill in operating microcomputers, electronic calculators and other modern office equipment.

- Ability to establish and maintain general & subsidiary ledgers, account journals & registers, chart of accounts, trial balances, bank reconciliation, etc., for maintaining budget controls & tracking expenditures.
- Ability to perform internal audits and make appropriate recommendations for corrective actions on findings.
- Ability to analyze situations for data and draw sound conclusions.
- Ability to develop data processing procedures & forms for use by program directors.
- Ability to establish and maintain professional working relationship 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.