

THE HOPI TRIBE
LOWER VILLAGE OF MOENCOPI

ACCOUNTANT

INTRODUCTION: This position is responsible for performing manual and computerized accounting duties and maintaining records of financial transactions in support of the Lower Village of Moencopi.

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

1. Provides bookkeeping and accounting services, i.e., maintaining documents/files, journals, ledgers, check registers, bank reconciliation and charts of accounts utilizing the double entry system, manually and/or by computerized accounting.
2. Assists in the preparation of village budgets and prepares periodic financial reports as required ensuring that compliance requirements are met; prepares records for audits.
3. Reviews and processes requisitions for purchases to ensure compliance with accepted procurement procedures and methods and prevailing policies and rules of procedure
4. Coordinates inquiries from management and financial institutions regarding village financial accounting management and recommends procedural changes to supervisor.
5. Maintains daily office operations; ensures 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.
6. Administers the payroll, leave and fringe benefit program and any other relevant payroll data, issues payroll checks through an automated system and distributes as scheduled; process quarterly payroll reports required by state and federal agencies, maintains related records for audit purposes.
7. Performs other duties as assigned and authorized to met 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, phases or issues involved in each assignment and the chosen course of action may have to be selected from several alternatives.

SUPERVISION RECEIVED: The incumbent is under general supervision and line authority of the Community Services Administrator – Lower Village of Moencopi. The supervisor makes assignments by defining objectives, priorities and deadlines; and assists 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 usually evaluated for technical soundness, appropriateness and conformity to policy and requirements.

PERSONAL CONTACTS: Contacts are with employees within/outside the work area, village members, financial institutions, Board/Committee members and the general public. The purpose of these contacts is to exchange factual information and to communicate financial matters.

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. Occasional travel on and off the reservation is required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

A. Education : Associate's Degree in Financial Accounting;

AND

B. Experience : Four (4) years work experience in a responsible accounting position, preferably in an automated accounting environment;

OR

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

2. Required Knowledge, Skills and Abilities:

A. Knowledge : Knowledge of accounting principles, practices and methods

Knowledge of local, state and federal law, regulations, policies and procedures governing financial management

Knowledge in the operation of microcomputers and software, i.e., word-processing, spreadsheets, database, etc.

B. Skills : Skills in the maintenance of all computerized accounting records and the preparation of financial reports and statements

Skill in manual bookkeeping and related processes

Excellent verbal and written communication skills to compose general correspondence, statistical and narrative reports, developing grants/contract proposals and to conduct public presentations

Skill in operating a microcomputer, appropriate software and basic office equipment/machines, i.e., word processing, spreadsheets, database, copier, fax, calculator, etc.

C. Abilities : Ability to establish and maintain general ledgers, account journals/registers, chart of accounts, trial balances and bank reconciliation

Ability to make decisions, meet deadlines, work under pressure and maintain confidentiality

Ability to prepare accurate and complete financial statements and reports; analyze and interpret fiscal and accounting records

Ability to establish and maintain positive working relationships with others

NECESSARY REQUIREMENTS:

1. Possess valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving Course.
2. Speak and understand the Hopi language to communicate effectively with the Hopi people and officials.

REVIEWED BY: David Allan _____ Date
Department/Office Hiring Authority

APPROVED BY: James J. Rigan _____ 5-4-01 Date
Personnel Director