

**THE VILLAGE OF TEWA**  
**ACCOUNTANT**

**INTRODUCTION** This position performs administrative and technical duties of considerable difficulty, applying accepted accounting principles and procedures to analyze financial information, preparing accurate and timely financial reports and statements and ensuring appropriate accounting control procedures for the Village of Tewa.

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

1. Compile and analyze financial information to prepare financial statements including monthly and annual accounts for Tewa Administration and other Funds/Entities.
2. Assist in the preparation of the Village/Other Funds/Entity budgets, continuous management and support of budget and forecast activities, and ensures financial records are maintained in compliance with accepted policies and procedures.
3. Prepare financial management reports; make certain all financial reporting deadlines are met.
4. Ensure accurate and timely monthly, quarterly and year-end close processes.
5. Establish and monitor the implementation and maintenance of accounting control procedures, resolve accounting discrepancies and irregularities.
6. Monitor and support taxation requirements.
7. Develop and maintain financial databases.
8. Prepare for financial audit and coordinate audit process.
9. Oversee accurate and appropriate recording and analysis of revenues and expenses.
10. Evaluate and advise on business operations including revenue and expenditure trends, financial commitments and future revenues.
11. Collect and analyze financial information to recommend or develop efficient use of resources and procedures, provide strategic recommendations and maintain solutions to business and financial problems.
12. Ensure compliance with relevant laws and regulations and integrity of financial data.
13. Performs other duties as authorized and/or assigned to meet village goals and objectives.
14. Assistance with Administration functions for the community will be required and may occur during holidays or weekends.

**COMPLEXITY** The work consists of duties utilizing established systems, different and unrelated processes and methods. Decisions regarding what needs to be made 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 Service Administrator – Village of Tewa. 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 successive steps and handle problems and deviations in the work assignment in accordance with instructions, policies, previous training, and/or accepted accounting practices. Completed work is evaluated for technical soundness, appropriateness, and conformity to policies, procedures, and requirements.

**PERSONAL CONTACTS** 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 predominantly sedentary and is performed in a standard office environment, working with standard office equipment, and requiring normal safety precautions. Some occasional lifting may be required. Occasional travel on and off the reservation is required.

### **MINIMUM QUALIFICATIONS**

**Education:** Associate's degree in financial accounting; AND

**Experience:** Four (4) years work experience in the management of financial systems and budgets, financial reporting, financial data analysis, auditing, taxation and providing financial advice; OR

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

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

- Knowledge of generally accepted accounting practices and principles.
- Knowledge of economic principles, auditing practices and principles and applicable laws, codes and regulations.
- Knowledge and experience of accounting computer applications.
- Skills in the maintenance of all computerized accounting records and the preparation of financial reports and statements.
- Excellent verbal and written communication skills to compose general correspondence, statistical and narrative reports, assist CSA with grants/contract proposals and assist with public presentations.
- Skills in operating a computer, appropriate software and basic office equipment/machines.
- Ability to establish and maintain general ledgers, account journals, registers, chart of accounts, trial balances and bank reconciliations using Quickbooks.
- Ability to make decisions, plan and organize, use judgment and problem solve, 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. Must maintain 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, which qualifies the incumbent for coverage under the tribal insurance policy (tribal insurance qualifications are independent of MVD issuance of a driver's license). Incumbent must maintain a clear driving record to meet all necessary insurance requirements.
3. Must complete and pass pre-employment screening.
4. Must pass (negative test results) mandatory and random drug & alcohol screening.
5. Must not have any felony convictions.
6. Must not have misdemeanor criminal convictions at the local, state, or federal level within the past five (5) years of application.

### **ACCOUNTANT**

**Supervisor:** Community Service Administrator

**Salary Range:** 36


**Classification:** Non-Exempt

### **DRIVER'S LICENSE REQUIRED**

**Revised 11/24/2025**

REVIEWED BY:  DATE: 12/1/25  
Community Service Administrator

REVIEWED BY:  DATE: 12/1/25  
Village Board of Directors, Chairperson

APPROVED BY:  DATE: 12/01/2025  
Human Resources Director