



ACCOUNTANT

Village of Shungopavi

Reports To: Community Service Administrator
Salary/Hourly Range: 32
FLSA Status: NON-EXEMPT; Full-Time, Part-Time, Temporary

VALID DRIVER'S LICENSE REQUIRED
PD Revised: 04/18/2018

INTRODUCTION

The position performs village account maintenance/monitoring and related clerical tasks using Quickbooks software. The work consists of duties involving different and related processes and methods. The decision regarding what needs to be done depends 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 options. The incumbent is supervised by the Community Service Administrator who provides independently, referring deviations or problems to the supervisor for assistance. The supervisor assures that finished work and methods are in compliance with instructions or established procedures.

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. Assists in developing Village budgets, prepares budget modifications, quarterly expenditure reports and an annual financial report.
2. Processes requisitions for payment of services received and for purchase of goods and services.
3. Monitors expenditures and alerts supervisor to all questionable matters.
4. Review expenditure reports from the Hopi Tribe and reconciles with internal records.
5. Establishes and maintains records and files and prepares records for annual audits.
6. Maintains all financial records in compliance with audit requirements, develops an archiving system for secure records retention.
7. Makes recommendations for improvement of Village financial systems and drafts policy changes as deemed necessary.
8. Attends monthly and special meetings to present financial reports and respond to questions relevant to scope of work.
9. Assist with general office tasks by answering phones taking messages, and assisting visitors.
10. Attends and assists with village functions as needed.
11. Performs other duties as assigned and authorized to achieve Village goals and objectives.

PERSONAL CONTACTS

Contacts are with employees within/outside the immediate work area, funding agency representatives, vendors 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 work environment requiring normal safety precautions, typical of office/meeting rooms and working around office equipment. The incumbent may be required to lift objects in excess of 25 lbs. Occasional travel on and off the reservation is required.

MINIMUM QUALIFICATIONS

1. Required Education, Training and Experience:

Education: Associates Degree in Accounting;

AND

Training: Certificate of Completion, knowledge and skill in an automated accounting system;

AND

Experience: Two (2) year's professional accounting experience, of which one (1) year is working directly with an automated accounting system;

OR

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:

Knowledge:

- Working knowledge of accounting software;
- Working knowledge of Hopi Tribe's Accounting systems;
- Working knowledge of budgetary practices;
- Working knowledge of Village Appropriations Language requirements.

Skills:

- Excellent skill in operating basic office equipment;
- Excellent ability to present reports to a variety of audiences;
- Excellent to meet deadlines, work under pressure and maintain confidentiality;
- Ability to seek guidance when necessary.

Abilities:

- Ability to prepare accurate financial reports, analyze & interpret financial reports and take corrective action as needed;
- Ability to establish professional working relationships with others;
- Ability to meet deadlines, work under pressure and maintain confidentiality;
- Ability to seek guidance when necessary.

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 and 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.
7. Ability to attend village meetings and work weekends as needed.
8. Must be certified or able to obtain Quickbooks certification within six (6) months of employment.

DESIRED REQUIREMENT

1. Speak and understand the Hopi Language.