



JOB DESCRIPTION

Job Title: Senior Accountant
Dept./Division: Finance & Operations
Unit: Finance
Job Family/Class: Fiscal Series
Supervised By: Accounting Manager
Employee Type: Salary
Pay Grade: F

NATURE OF WORK:

Incumbent, at this level, require a general knowledge of GAAP and accounting, auditing, and budgeting principles and practices. Incumbent reviews and reconciles a variety of accounts, monitor assigned financial transactions, assist in budget review and analysis and prepare periodic reports as required by the Accounting Manager.

ESSENTIAL FUNCTIONS:

- Prepare, verify, and/or reconcile various assigned accounts; monitor accounts for necessary compliance.
- Prepare, review, analyze, correct journal entries involving federal, state and community funded activities; ensure that all financial activity is compliant with applicable rules and regulations.
- Perform financial review of incoming and outgoing purchase orders, check requests, price agreements, payment receipts and petty cash disbursements.
- Prepare assigned general ledger account reconciliations, including bank reconciliations.
- Create, review, and update a variety of financial reports, forms and documents for assigned department activities; compile statistical data and distributes reports to appropriate senior staff or customers.
- Provide customer service to employees and general public; answer questions, review forms and refer issues to appropriate personnel when needed.
- Maintain and update files and computer systems related to assigned division; verify payments, distributions, payroll and other financial transactions.
- Prepare fiscal related reports as needed for assigned area; research and verify accuracy of necessary data.
- Assist with year-end closing for all programs.
- Responsible for maintenance and organization of monthly closing documents.
- Perform other duties of a similar nature or level as requested by supervisor or director.

ESSENTIAL KNOWLEDGE AND SKILLS:

Knowledge of:

- Principles, practices, theories and procedures of accounting;
- Principles, practices of fund accounting;
- Financial record keeping and reporting procedures;

- Automated accounting systems and applicable software applications;
- Modern office practices and procedures;
- Tribal budgetary and accounting practices;
- Customer service principles;
- Mathematical concepts;
- English language, grammar, and punctuation;
- Report preparation techniques;
- Yaqui culture, customs, resources and traditions and/or a willingness to learn.

Skills in & Ability to:

- Apply accounting principles and practices;
- Use modern spreadsheet programs;
- Analyze financial records and recommend corrective action(s);
- Maintain files and records;
- Apply and explain applicable laws, codes, regulations, policies, and/or procedures;
- Using proper English, grammar, punctuation, and spelling;
- Provide customer service;
- Follow oral and written instructions, policies, and procedures;
- Operate a variety of office equipment, including a computer and related software applications;
- Good communication and interpersonal skills as applied to interaction with co-workers, supervisor, management, Council members and the general public. Ability to sufficiently exchange or convey information and receive verbal and written work instructions.

TRAINING AND EXPERIENCE:

Associate's Degree in Accounting or closely related field, plus five (5) years experience in Finance, Accounting or a related field.

And

- Must be proficient in Excel.
- Bachelors Degree in Accounting or a related field is preferred.
- Accountant with three (3) years experience in government fund accounting preferred.

BACKGROUND CHECK:

- Must provide at least three (3) business related reference letters.
- Must pass a background check and drug test; fingerprinting requirement determined by funding and sensitivity of position.

Applicants and employees may be subject to criminal background and character investigation in accordance with applicable federal laws including, but not limited to: Indian Child Protection and Family Violence Prevention Act (25 U.S.C. Section 3201), Minimum Standards of Character and Suitability for Employment (25 CFR 63), Section 231 of the Crime Control Act (P.L. 101-647), and Child Care Worker Employee Background Checks (42 U.S.C Section 13041).

TRIBAL VEHICLE USE POLICY NOTICE:

This position may require the use of personal, GSA or Tribal vehicle for Tribal business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for Tribal business will be prohibited if the-

employee is not authorized to drive a Tribal vehicle or if the employee does not have personal insurance coverage.

PHYSICAL REQUIREMENTS:

Positions in this class typically require: finger dexterity, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities or restrict management's right to assign or reassign, direct the work of employees under their supervision. Essential functions may vary based on the specific tasks assigned to the position.

Review and Approved by:



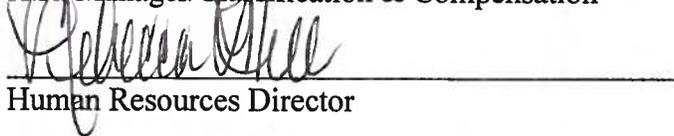
Department Head and/or Designee

8/22/14
Date



H.R. Manager/Classification & Compensation

8/27/14
Date



Human Resources Director

8/27/14
Date