

POSITION: STAFF ACCOUNTANT

CLASSIFICATION: NON-EXEMPT (HOURLY)

REPORTS TO: FINANCE MANAGER

UPDATED: AUGUST 2, 2016

GENERAL DUTIES:

Under the general supervision of the Finance Manager, performs professional level accounting work of average difficulty in the preparation, examination, and analysis of accounting records, financial statements, and other financial reports to ensure accuracy, completeness, and conformance to CCRC, Inc. and Tse Koo Housing, Tribal, State and Federal laws, rules, regulations, policies, and procedures, and Generally Accepted Accounting Principles. Analyzes, appraises and makes recommendations concerning operational/financial reviews of CCRC, Inc. departments, programs or related entities that interface with CCRC, Inc. departments/programs; and participates in budget preparation and calculating expenditures.

This is a professional accounting position, requiring comprehensive knowledge of accounting principles and familiarity with the financial record keeping and reporting systems of CCRC, Inc. At this level application of technical principles and professional judgment is required to present accurately and fairly the financial position of the assigned department. Incumbent has substantial independence in carrying out duties, relying on the facilitation and guidance provided by the supervisor.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Monitor financial transactions, review, and reconcile, i.e. fix asset, accounts payable, general ledger, accounts receivable, budget, payroll, purchasing, investment, and contract payments.
2. Assist Finance Manager on compliance, terms, and conditions of contracts.
3. Enter data into MIP accounting system, to produce reports, work paper, and spreadsheets.
4. Record financial transactions for Crownpoint Group Home and reconcile on daily basis.
5. Maintain all accounting modules for Crownpoint Group Home expenditures as a separate company.
6. Process invoice payments and maintain records for Crownpoint Group Home.
7. Generates purchase orders and monitor purchasing for Crownpoint Group Home.
8. Generates certification and Re-Certification for Crownpoint Group Home tenants.
9. Provides and prepares financial reports and paper work for Administration and Audit. Make adjusting journal entries for various monthly transactions and discrepancies.
10. Participates in the annual financial statements by preparing review schedules, trail balances, statements, adjusting/closing in accordance with General Accepted Accounting Principles.
11. Provide assistance in budget related preparation. Alert department on exceeding budget.
12. Assist Finance Manager with audit.
13. Assist and recommend adjustments for enhancement of the financial information systems.
14. Will adhere to the Accounting policy and procedure manual when issuing fuel credit cards and petty cash.
15. Will adhere to the Accounting policy and procedure manual with all CCRC enterprise revenue (i.e. CCRC Café, Wood/Coal Sales, and Vending).
16. Performs other duties as assigned.

QUALIFICATIONS:

Bachelor's Degree in Accounting, Finance, Business or Public Administration or related field or High School Diploma/GED with five (5) years of experience in accounting, auditing, budgeting or closely related financial activity; or equivalent combination of education and experience providing the ability to perform the required duties. Experience using spreadsheets and databases is desired.

- Valid Driver License
- High School Diploma/GED
- Employee Abuse Registry Clearance
- Lift over 30lbs and be in good physical condition
- Caregivers Criminal History Screening Clearance

Knowledge, Ability, Skills, and Certifications:

- Knowledge of the functions, structure, and policies and procedures of the CCRC, Inc.
- Knowledge of auditing theory, principles, and practical application of CCRC, Inc. accounting policies and procedures.
- Knowledge of Accounts Payable, Payroll, report preparation, forms design, and general ledger systems.
- Maintain files and documentation thoroughly and accurately, in accordance with policy and accepted accounting practices.
- Ability to communicate effectively in the English/Navajo language.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to communicate effectively verbally and in writing.
- Strong problem solving skills, basic accounting principles knowledge, documentation skills, research and resolution skills, data analysis and multi-tasking skills.
- Ability to maintain confidentiality.
- Ability to adjust to changes in job duties, responsibilities and operational.
- Ability to understand, reconcile and balance accounts.
- Ability to perform machine calculations with speed and accuracy.
- Ability to prepare clear, concise reports on complex accounting data.
- Ability to use a personal computer and a variety of software programs.
- Ability to interact and maintain good working relationships with consumers, coworkers, consultants, and public. Ability to operate pc computer using Windows, Excel, PowerPoint, Access software; and to perform 10-key calculations.
- Skill in providing guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

SALARY RANGE: \$30,354.77 - \$49,444.72 depending upon experience and qualifications.