

ALBUQUERQUE AREA INDIAN HEALTH BOARD, INC.
POSITION DESCRIPTION

POSITION: Staff Accountant

REPORTS TO: Finance Officer

FLSA STATUS: Exempt (Full-Time)

GENERAL DESCRIPTION: Works under the supervision and guidance of the Finance Officer and in coordination with the Senior Accountant. Principal responsibilities include the formulation and reporting of program budget information and the reconciliation of balance sheet accounts.

MAJOR DUTIES:

- Assists program managers with grant budget development.
- Prepares budget status reports for program managers.
- Prepares financial reports for Board of Directors.
- Prepares financial reports for submission to funding sources.
- Assists in the bi-weekly processing of payroll. Administers and oversees the payroll function in the absence of the Senior Accountant.
- Reconciles accounts receivable, accounts payable and employee travel.
- Assumes the tasks of the Senior Accountant in his absence.
- Prepares, creates and modifies accounting entries.

PROFESSIONAL REQUIREMENTS:

- Understanding of Indian communities and culture.
- Time management and resource management skills.
- Ability to organize and manage multiple priorities.
- Ability to maintain confidentiality.

QUALIFICATIONS:

- BA degree in Accounting
- Two years' experience directly related to the duties specified.
- Ten key adding machine by touch.
- Proficiency in the use of computerized accounting systems.
- Proficiency in creating spreadsheets for accounting applications.
- Mature judgment and professionalism to handle office matters with a high level of discretion.
- Proven ability to prioritize work and possess attention to detail.
- Dependability including attendance and punctuality.

WORK CONDITIONS/PHYSICAL REQUIREMENTS:

- Work is performed in a typical interior/office environment.
- Talk, hear, sit for an extended period of time, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Come in direct daily contact with staff and public.
- Operates standard office equipment and telephone.
- Noise level is usually minimal.

PREFERENCE:

Qualified American Indian applicants will be given preference in accordance with the exemption provided under Title VII of the Civil Rights Act of 1964.