

ALBUQUERQUE AREA INDIAN HEALTH BOARD, INC.
POSITION DESCRIPTION

POSITION: Staff Accountant

REPORTS TO: Finance Officer

FLSA STATUS: Non-Exempt (Full-Time)

GENERAL DESCRIPTION: Works under the supervision and guidance of the Finance Officer and in coordination with the Senior Staff Accountant. Performs human resources functions & coordinates payroll functions, serves as liaison between AAIHB accounting department & tribal subaward recipients, coordinates accounts receivable functions, performs the daily tasks of the Accounts Payable Clerk when absent, and provides daily assistance to AAIHB program staff.

MAJOR DUTIES:

- Coordinates the bi-weekly processing of payroll. Prepares quarterly and annual payroll reports.
- Administers the accounts receivable function for the organization. Reconciles accounting records to audiology patient records. Prepares billing and posts payments. Researches and resolves billing discrepancies; reports past due billing balances to Finance Officer and Audiology Program Manager.
- Maintains personnel files; serves as liaison between staff and benefits plan administrators; notifies supervisors of probation completion dates; maintains leave accrual increase schedule; orients new hires and conducts exit interviews; responds to staff inquiries regarding FSA, retirement, 403(b), SEP and other AAIHB benefits. Maintains the HR data base.
- Monitors tribal subaward recipient spending; prepares tribal subaward spending reports; reconciles accounting records to program records; provides support to subawardee accounting staff as appropriate.
- Prepares cash receipt and cash disbursement entries to accounting software system.
- Records and transcribes minutes of AAIHB Finance & Investment meetings.
- Assumes the tasks of the Accounts Payable Clerk in her absence.
- Serves as custodian for petty cash.
- Performs monthly balance sheet account reconciliations.
- Assists with program budget reporting.

KNOWLEDGE 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:

- Associate 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.
- Advanced computer skills (Microsoft office software, email, internet, research).
- Must have a valid NM driver's license.

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.
- Drive company-leased vehicle for company.

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.