



"Strengthening Communities through Collaborative Actions"

Staff Accountant (Full-Time; 40 hours/week)

The Hopi Foundation
Kykotsmovi, AZ

ABOUT THE HOPI FOUNDATION

The Hopi Foundation was founded in 1985 and incorporated under the State of Arizona as a 501(c)3 non-profit organization in 1987 to Help People Help Themselves. The Hopi word Lomasumi'nangwtukwsiwmani signifies the process of furthering unity of aspiration blossoming into full maturity over time. We believe in attending to the community in which we live and to the skills of our people. Since its inception, The Hopi Foundation has grown to encompass a variety of community-based programs and initiatives. With its office located on the Hopi reservation The Hopi Foundation serves a wide range of individuals and organizations.

POSITION DESCRIPTION

The Staff Accountant assists the Controller in preparing and maintaining the general ledger of the organization including processing accounts payable and receivable, and payroll, making general journal entries, researching questions related to financial transactions and preparing financial statements and other reports in accordance with generally accepted accounting principles and internal policies and procedures.

The Staff Accountant supports accounting and financial accountability for all members of the Management Team including the Executive Director, Program Directors and Program Managers. S/he reports to and is accountable to Controller of The Hopi Foundation.

DUTIES AND RESPONSIBILITIES

SPECIFIC RESPONSIBILITIES:

- Enter accounts payable and prepare outgoing payments.
- Prepare invoices, enter accounts receivable and record incoming payments.
- Summarize employee timecard information for approval and entry into outside payroll system and general ledger.
- Enter approved payroll information into outside payroll system and enter approved payroll journal entry into general ledger.
- Prepare monthly bank account reconciliations for review.
- Prepare quarterly accounts receivable and accounts payable reconciliations for review.
- Prepare quarterly payroll reconciliation for review.
- Prepare other reconciliations as directed.
- Prepare financial statements and other reports as requested.
- Assist in supporting a learning environment through the cross-training.

- Support development planning related to financial accountability procedures and internal controls.

TAX & AUDIT:

- As directed, work with external accountant to prepare information to support complete, accurate and timely filing of federal, state, and local tax returns as needed;
- As directed, work with independent CPA to prepare information as requested to support timely completion of an annual financial audit.

SPECIAL EVENTS/OTHER

- Support and assist event planning for all Program activities and development related events.
- Attend and participate in Hopi Foundation events.
- Perform other duties assigned and assist with special projects as needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of accounting principles, procedures for nonprofit organizations.
- Strong technical skills with QuickBooks and Excel spreadsheets.
- Strong time management skills and ability to stay on task to meet deadlines.
- Effective communication skills and ability to work independently and in a team.
- Ability to organize, schedule and execute tasks effectively.

MINIMUM QUALIFICATIONS REQUIRED

- At least 3 (years) of work experience in accountancy, bookkeeping or related position.
- Associates or Bachelor's degree in Finance or Accountancy, Bookkeeping or Business or any equivalent combination of education, training, or skills which demonstrate the ability to perform the duties of the position.

NECESSARY SPECIAL REQUIREMENTS

- Must possess a valid driver's license;
- Must have no felony or misdemeanor convictions within the past five (5) years;
- Background investigation and fingerprinting may be required;
- Use of personally-owned vehicle (POV) may be required to carry out job related tasks.

Approved: _____

Date: 12/12/2023