



JOB DESCRIPTION

Job Title: Finance Bookkeeper	Department: Aha Macav Housing Entity
Reports To: Executive Director	Employment Status: Full Time
Exemption Status: Non-Exempt	Classification: Sensitive
Supervisory Status: Yes	Salary Minimum: DOE
Driving Classification: Valid Driver's License	

Summary:

The Finance Bookkeeper provides a vital service for Aha Macav Housing Entity (AMHE) and the Housing and Development (HUD) IHBG funded programs. The Finance Bookkeeper will be responsible for the financial data and compliance by maintaining accurate books on accounts payable and receivable, payroll, and daily financial entries and reconciliations. The Finance Bookkeeper shall apply accounting principles and procedures to analyze financial information, prepare accurate and timely financial reports and statements to ensure appropriate accounting control procedures established by HUD. This position requires clear communication with the Executive Director and selectee must sign a confidentiality agreement.

Essential Duties and Responsibilities:

- Must be proficient in QuickBooks.
- Have experience working with invoices.
- Accounts receivable and payable experience.
- Analyzing financial transactions and assigning them to specific chart of accounts.
- Writing journal entries that credit and debit the appropriate accounts.
- Posting entries to ledger accounts.
- Adjusting and recording entries at the end of each account period.
- Verbal reporting to the Board of Commissioners each month.
- Weekly reporting to the Executive Director of expenditures and balances for each program and project.
- Preparing federal drawdowns bi-monthly with supporting documentation for drawdown approval.
- Experience in reconciliation of accounts.
- Have excellent communication and customer service skills.
- Closes out the fiscal year for the annual reporting period.
- Works closely with the auditors, fee accountants and HUD's Grant Management & Evaluation Specialists.

Competency:

Attention to detail and accuracy, planning and organizing, strong communication skills, information and task monitoring, problem analysis, judgment skills, problem solving skills and stress tolerance.

Qualifications:

- Must possess knowledge of QuickBooks.
- Must be capable of working with little or no supervision.
- Must acknowledge and agree to maintain a Drug-Free workplace as a condition of employment.
- Must have an accounting degree or equivalent experience.
- Must have knowledge of accepted accounting practices, principles, and economic principles.
- Must have knowledge of auditing practices and knowledge of applicable laws, codes, and regulations.
- Must be able to always maintain confidentiality.
- Must have a minimum of three years' experience in the management of financial systems and budgets, financial reporting, financial data analysis, auditing, taxation and providing financial advice.
- Must possess a valid driver's license and be insurable under the FMIT vehicle insurance policy.

Education/Experience:

- **Must have an accounting degree and preferably three years' experience in related fields.**
- **A knowledge of QuickBooks is a must.**

Language Ability:

Must be able to communicate and interact with people effectively, create and write correspondence, listen to constructive criticism, and make necessary changes.

Math Ability:

Must have the mathematical skills and financial education ability to compile and analyze financial information to prepare financial statements including monthly and annual accounts for Federal, State and HUD Grants Management, ensure that all financial records are maintained in compliance with accepted policies and procedures and all deadlines are met.

Reasoning Ability:

Must have the reasoning ability to complete all reports listed above in a timely manner and in compliance with required policies and regulations.

Computer Skills:

Must have Intermediate computer skills and be knowledgeable in QuickBooks and all Microsoft Office software.

Equipment, Machinery, Tools and Material Utilization:

All basic office equipment.

Certificates and Licenses:

Accounting degree.

Work Environment:

Works in normal office environment.

Physical Demands:

Normal demands of office environment.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The Fort Mojave Indian Tribe reserves the right to amend and change responsibilities to meet business and organizational needs.