

# TOHONO O'ODHAM UTILITY AUTHORITY

## Position Description Senior Accountant

Department: Accounting  
Reports To: Controller  
FLSA Status: Exempt  
Salary Level: III  
Prepared By: Tohono O'odham Utility Authority  
Prepared: 11/27/2019  
Approved By: Mike Bethurem, General Manager  
Approval Date: 11/27/2019

### **SUMMARY**

Coordinate activities and assist accounting staff to accurately account for and report the results of all financial transactions of the organization in accordance with Generally Accepted Accounting Principles and the Uniform System of Accounts as prescribed by Rural Utility Service (RUS) and Federal Communications Commission (FCC).

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Compiles and analyzes financial information; prepares journal entries and ensures the accurate and consistent recording and reporting of financial and accounting data; ensures the proper and timely preparation and execution of financial statements and reports.
- Prepares and records asset, liability, revenue, and expense entries by compiling and analyzing account information.
- Maintains and balances accounts by verifying, allocating, posting, and reconciling transactions and resolving discrepancies.
- Maintaining and reconciling fixed assets schedules.
- Assist in the preparation of accounting reports required by management or tribal and government agencies.
- Assists in providing financial information requested by auditors for audit work performed by the Authority's external financial auditor and other regulatory, tribal or government agency auditors.
- Assist in implementing and maintain a computer based system (NISC iVue ABS) for accounting and budgeting activities in accordance with Generally Accepted Accounting Principles and the Uniform System of Accounts as prescribed by Rural Utility Service (RUS) and Federal Communications Commission (FCC) and Authority policy and practices.
- Studies and standardizes procedures to improve efficiency of work requirements.
- Maintain financial security by adhering to established internal controls.
- Assist Accounting Supervisor and Controller with special projects and other duties as assigned.

### **QUALIFICATIONS**

- To perform this job successfully, an individual must be able to perform each essential accounting duty satisfactorily.
- Must be a self-starter with the ability to work independently with little supervision.

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- Must have strong problem solving and analytical skills. Able to research issues to address proper resolution.
- Attention to detail and deadline driven.
- Appropriately handle confidential information.
- Organizational and interpersonal skills; proficiency in planning and analysis; and proficiency in oral and written communications: and proficient computer skills.
- Required personal characteristics includes: a team player, high integrity, good personal habits, regular work attendance, courteous and friendly, able to work well with diverse groups of people, and ability to gain and maintain the respect of others.
- The requirements listed below are representative of the knowledge, skill and/or ability required.

### **EDUCATION and/or EXPERIENCE**

- Bachelor's degree from an accredited college or university in accounting or finance.
- A minimum of five (5) years of accounting experience required (utility and /or telephone accounting experience preferred)
- Intermediate knowledge of Excel and Microsoft Office software.
- ERP accounting system experience (NISC iVue ABS preferred).
- Experience in public accounting (preferred)

### **LANGUAGE SKILLS**

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations.
- Ability to write reports, business correspondence, and produce manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Prefer ability to converse in the Tohono O'odham language.

### **MATHEMATICAL SKILLS**

- Ability to calculate figures amounts such as discounts, interest, commissions, ratios, percentages.
- Ability to apply concepts of basic algebra.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid driver's license.

### **PHYSICAL DEMANDS**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly requires to use hands to finger, handle, or feel objects, tools or controls and talk or hear.

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- The employee frequently is required to sit and reach with hands and arms.
- The employee is occasionally required to stand and walk.
- The employee must frequently lift and /or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities require by this job include close vision and ability to adjust focus.

### **WORK ENVIRONMENT**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The employee normally works indoors, in an office environment and the noise level is usually quiet.