

TOHONO O'ODHAM UTILITY AUTHORITY
Position Description
Technician II (A/R)

Department: Accounting
Reports To: Controller
FLSA Status: Non-Exempt
Location: Sells, AZ
Salary Level: 7
Prepared By: Tohono O'odham Utility Authority
Approved By: General Manager Kristan Johnson 
Approved Date: 10/01/2026

SUMMARY

Apply principles of accounting to analyze financial information and prepare financial reports by performing the following duties. Cross train, teach, learn other aspects of the accounting department

ESSENTIAL DUTIES AND RESPONSIBILITY include the following:

- Reconcile bank statements with monthly disbursements and receipts.
- Investigate and work with banks to resolve discrepancies.
- Record wire transfer activities and NSF check notifications from the bank to the ledger and confirm posting on to billing system.
- Responsible for tracking and recording TOUA investments. Calculate and accrue monthly interest earned.
- Responsible for tracking and recording miscellaneous invoices for TOUA and validating that the payments are recorded properly and on a timely basis.
- Responsible for CABS activity, recording payments and processing monthly journal entries.
- Responsible for processing debt service entries.
- Prepare month end internal statistic reports for the Board of Directors package.
- Responsible for the filling of State of AZ excise tax refund on fuel purchases.
- Coordinate and assist with the preparation of year-end reports such as W2's and 1099s.
- Monthly account reconciliation on assigned accounts.
- Responsible for Annual inventory count with auditors.
- Provide information to outside auditors and answer questions as needed.
- Utilizes approved artificial intelligence (AI) language learning model tools to support daily activities, documentation and workflow efficiency.
- Cross train within department
- Perform other duties as assigned.

QUALIFICATIONS

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

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- Be a self-starter and ability to work independently with little supervision.
- Attention to detail and deadlines.
- The requirements listed below are representative of the knowledge, skill and/or ability required.
- Organizational and interpersonal skills; proficiency in planning and analysis; and proficiency in oral and written communications: and proficient computer skills.
 - Required personal characteristics include: 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.

EDUCATION and/or EXPERIENCE

- Bachelor's degree from an accredited college or university in accounting,
- A minimum of two (2) years of accounting experience required (utility accounting experience preferred); or equivalent combination of education and experience.

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 public.
- Prefer ability to converse in the Tohono O'odham language.

MATHEMATICAL SKILLS

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Arizona driver's license.

OTHER SKILLS AND ABILITIES

- Ability to operate a personal computer and ten (10) key calculator.
- Working knowledge of MS Office (Excel and Word)
- Planning and organizing
- A keen eye for accuracy and attention to detail
- Problem-solving
- Absolute confidentiality
- A flexible attitude and willingness to help wherever needed
- Teamwork
- Communication skills
- Prefer ability to converse in the Tohono O'odham language.

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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 accommodation may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee regularly needs to use hands to finger, handle, or feel objects, tools or controls and talk or hear.
- 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 required 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.

- The employee normally works indoors, in an office environment and the noise level is usually quiet.
- At the discretion of the Department Manager, this position may be eligible for a hybrid/remote work environment.