



Position Announcement

The following job opportunity is located at
2214 North Central Avenue, Phoenix, AZ 85004

Open as of: October 13, 2014

Closing Date: Open until filled

Senior Accountant

Annual Salary: \$50,000 - 60,000 (DOE)

Benefits: Medical, Dental, Basic Life & 401(k)

Scope of Work: This list is not all inclusive of the duties and responsibilities and/or skills, knowledge, and abilities of this position.

Under the direction of the Assistant Director, the Senior Accountant is responsible for applying accepted accounting principles and procedures to analyze financial information, prepare accurate and timely financial reports and statements and ensure appropriate accounting control procedures.

DUTIES AND RESPONSIBILITIES:

- Compile and analyze financial information to prepare financial statements including monthly and annual accounts.
- Ensure financial records are maintained in compliance with accepted policies and procedures.
- Reviews accounts payables to ensure accuracy of all account coding.
- Make certain all financial reporting deadlines are met.
- Prepare financial management reports.
- Ensure accurate and timely monthly, quarterly and year end close processes.
- Establish and monitor the implementation and maintenance of accounting control procedures.
- Resolve accounting discrepancies and irregularities.
- Continuous management and support of budget and forecast activities.
- Monitor and support taxation requirements.
- Compute, prepare and submit the annual indirect cost rate. Negotiate the rate with the applicable state agency as necessary.
- Collect and analyze financial information to recommend or develop efficient use of resources and procedures, provide strategic recommendations and maintain solutions to business and financial problems.
- Ensure compliance with relevant laws and regulations and integrity of financial data.

Knowledge, Skills, and Abilities:

- Must be knowledgeable in the daily management of a non-profit finance department.
- Knowledgeable in working with federal, state and tribal agencies and with federal and state funds, grants, contracts, and agreements.
- Proficient operation of computer hardware, systems, and software including Microsoft's Dynamics Great Plains, Peachtree, ADP's G/L Interface, and Microsoft Suite.

Education Requirements and Experience:

Bachelor's degree from an accredited college or university in Finance or Accounting; and three (3) years' experience in the management of financial systems and budgets, financial reporting, financial data analysis, auditing, taxation and providing financial advice or a combination of experience and education/training equal to eight (8) years' experience. Knowledge of economic principles, knowledge of generally accepted accounting practices and principles, knowledge of auditing practices and principles, knowledge of applicable laws, codes and regulations and knowledge and experience of accounting computer applications. Requires a valid Arizona driver's license, copy of current auto insurance, 39 month MVR and submit to a background check.

To obtain an application, visit our website: www.itcaonline.com

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Ak-Chin Indian Community
Cocopah Tribe
Colorado River Indian Tribes
Fort McDowell Yavapai Nation
Fort Mojave Tribe
Gila River Indian Community
Havasupai Tribe
Hopi Tribe
Hualapai Tribe
Kaibab-Paiute Tribe
Pascua Yaqui Tribe
Pueblo of Zuni
Quechan Tribe
Salt River Pima-Maricopa Indian Community
San Carlos Apache Tribe
Tohono O'odham Nation
Tonto Apache Tribe
White Mountain Apache Tribe
Yavapai-Apache Nation
Yavapai-Prescott Indian Tribe