

This job description serves as a guide for establishing the criteria to fill a specific function or appraise the level of performance related to that function. In its sole discretion, the District may choose to fill this function by contracting with individuals or corporate entities rather than hiring an employee. The job duties referenced here are examples and may change from time to time.

1. Job Summary

- a) Full-time, non-exempt position.
- b) The Account position requires a professional demeanor, handling confidential information, and sound judgment.
- c) Supervised by the Finance Director.
- d) Salary Range – NE10.

2. Responsibilities

a) Essential Duties:

- i) Acknowledges and greets all visitors, District managers and supervisors, and employees politely and professionally.
- ii) Prepares –
 - a. records and transmits payroll disbursements into the accounting system.
 - b. quarterly State and Federal reports and meets deadlines required by the appropriate agencies.
- iii) Prepares and distributes year-end 1099’s and W-2 forms to vendors and employees.
- iv) Prepares and researches monthly budget to actual comparisons reports for Administration and department managers regarding departmental program expenditures and budgets.
- v) Reconciles, prepares, and transmits Federal, State, and other payroll withholdings from employees after each payroll.
- vi) Reconciles cash receipts to the accounting records and prepares bank deposits.
- vii) Reconciles petty cash disbursements to the accounting records and generates a check to replenish funds when needed.
- viii) Researches accounting records and generates reports for District employees regarding departmental program expenditures and budgets.
- ix) Updates and maintains vendor payroll and customer files in the accounting system.
- x) Identifies and records corrections to the accounting records and general ledger as needed.

- xi) Prepares quarterly grant and contract financials reports as required by granting agencies for reimbursement to the District.
- xii) Assists in preparing, analyzing, and documenting all year-end closing procedures to ensure the accuracy of the accounting records.
- xiii) Monitors cash flow in the District's bank and investment accounts and transfers funds as needed to ensure the District pays all its obligations.
- xiv) Authorizes timesheets, purchase orders, and supply requisitions.
- xv) Enters credit card purchases into the accounting records and reconciles them to the credit card statement.
- xvi) Responds to and assists outside agencies in completing District audits by reviewing and making copies of supporting documentation requested by auditors.
- xvii) Attends and participates in All-Staff and other job-related meetings and trainings.
- xviii) Requests and transmits drawdowns of funds to appropriate agencies for funds due to the District.
- xix) Acts as backup to the Accounting Specialist and their duties.
- xx) Acts as a backup to the Finance Director in –
 - a. reconciling investment and bank statements to the accounting records and records appropriate general journal entries into the accounting system.
 - b. managing the Finance Department and assuming Departmental authority in their absence.
- xxi) Maintains confidentiality of all sensitive information.
- xxii) Performs other duties assigned by the Finance Director.

3. Knowledge, Skills, and Abilities

- a) Working knowledge of –
 - i) automated accounting systems and Microsoft Office Products.
 - ii) generally accepted accounting principles and practices.
 - iii) payroll processing, State and Federal withholding from employee paychecks, and transmittal of these withholdings.
- b) Ability to –
 - i) communicate effectively, verbally and written, with all staff and vendors.
 - ii) develop and maintain good working relationships with District staff, visitors, Council, Community, and outside agencies.

4. Working Conditions

- a) Environment.

Hot	<input type="checkbox"/>	Noisy	<input type="checkbox"/>	Dust/Fumes	<input type="checkbox"/>
Cold	<input type="checkbox"/>	Outdoors	<input type="checkbox"/>	Chemicals	<input type="checkbox"/>
Contact with substance that could cause allergic reactions:					
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Describe:	
Protective Equipment Used:					
Other: <input type="checkbox"/> Explain:					

b) Physical Activities and Requirements

Requirements	Sometimes 0 - 29%	Frequently 30 - 59%	Constantly 60 - 100%	N/A	Comments
Bending/Pushing/Pulling	✓				
Climbing Ladders	✓				
Climbing Stairs	✓				
Collating/Filing			✓		
Digging				✓	
Dialing		✓			
Hearing			✓		
Lifting/Carrying 25lbs.	✓				
Lifting/Carrying 50lbs.				✓	
Lifting/Carrying 75lb.s				✓	
Reaching Overhead	✓				
Reading			✓		
Repetitive Motion/L-R			✓		
Speaking			✓		
Standing	✓				
Sustained Mental Aptitude			✓		
Sustained Visual Aptitude			✓		
Threading				✓	
Using Keyboard			✓		
Vehicle Operation	✓				
Walking	✓				
Writing		✓			
Other:					

5. Qualifications

- a) Bachelors of Science Degree in Accounting.
- b) Four (4) years of work experience in a similar position, or a combination of training and education, which demonstrates the ability to perform this position’s duties and responsibilities.
- c) Able to obtain a fingerprint clearance card before hire and maintain clearance every six (6) years.
- d) Valid Arizona Driver’s License with no DUIs or major traffic offenses within the past three (3) years.
- e) Bilingual – O’odham/English preferred.

Per the Indian Preference Act (Title 25, US Code, Section 472 and 473), the San Xavier District gives preference when filling vacancies to (in sequential order):

1. enrolled members of the San Xavier District,
2. enrolled members of the Tohono O’odham Nation,
3. enrolled members of other nations or tribes,
4. all other qualified candidates.

San Xavier District is committed to providing Equal Employment Opportunities.

Reviewed and Approved By:

Employee Acknowledgement: _____ Effective Date _____

Immediate Supervisor: _____ Effective Date _____

Next Level Supervisor: _____ Effective Date _____

San Xavier District is an “Alcohol/Drug-Free Work Place”