



Cocopah Indian Housing and Development (CIHAD)

JOB DESCRIPTION

10488 W. Steamboat Street • Somerton, Arizona 85350
Phone (928) 627-8863 • FAX (928) 627-9800

TITLE: Finance Bookkeeper SALARY RANGE: 35K-40K D.O.E.

REPORTS TO: Executive Director DATE: January 2016

APPROVAL SIGNATURE: _____

JOB SUMMARY:

Position performs accounting transactions in an accurate and timely manner. Conducts all duties associated with a bookkeeper position.

ESSENTIAL FUNCTIONS:

1. Manage all activities within accounting department including but not limited to accounts payable, accounts receivable, purchase order entry, general ledger entry, budget, cash deposits and disbursements, obligations, expenditures and expenses, work accomplishments, allocation of labor costs, materials and overhead costs, financial record keeping and financial and managerial reporting.
2. Monitors and maintains budget and reporting classifications and obligations control levels for reporting purposes.
3. Evaluate the overall effectiveness of accounting systems as well as originate recommended system changes to ensure the proper maintenance of fund accountability within organization.
4. Develop, implement, and report on policies and procedures for fiscal management and reporting functions.
5. Liaison and coordinate with independent auditors using Generally Accepted Auditing Principles.
6. Complete and/or assist management in grant applications as well as grant reporting. This includes completion of the Annual Indian Housing Plan and annual Performance Review submitted to Southwest Office of Native American Programs, and other grants and reports as assigned.
7. Trains and supervises other Employees in Accounting Area.
8. Manage all activities in MIP (Sage) data entry system
9. Manage and Process all Finance related activities in Housing Data System (HDS) as stated in Accounting Procedures, which may include but is not limited to
 - i. Tenant Ledger, Subsidy Payment, etc.

ESSENTIAL FUNCTIONS – RESIDENTIAL SPECIALIST Cont’d:

10. General Ledger
 - i. Fixed Assets
 - ii. General Journal Entries
 - iii. Payroll Entries
 - iv. Depreciation Entries
 - v. Maintaining Balance sheets and Reconciliation of GL Accounts
 - vi. Liability Accounts
11. Accounts Payable
 - i. Entering Payables
 - ii. Maintaining Purchase Orders
 - iii. Writing Checks
12. Accounts Receivable
 - i. Use HDS information to maintain useable Accounts Receivable Journal
 - ii. Reporting on Accounts Receivable
13. Budget Reports
 - i. Assist Executive director in preparation of annual budgets.
 - ii. Provide reports to management as needed.
14. Process Invoice based on Procurement Policy
15. Liaison for Vendors
16. Analyze various Expenditures and Proceeds.
17. Maintain Confidentiality.
18. Attends scheduled meetings, training and seminars.
19. Other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Must have a clean Arizona driver’s license.
2. Be insurable and bondable (if necessary).
3. Must submit to and pass pre-employment drug test.
4. Computer literate in Microsoft Office Suite.
5. Ability to read and interpret funding Agency requirements and submit reports.
6. High School Diploma or GED.
7. 1-2 years Accounting/Bookkeeping experience