



TSAILE – WHEATFIELDS – BLACKROCK
 DINEH WATER USER ASSOCIATION

PO Box A 115
 TSAILE, AZ 86556

PHONE NUMBER: (928) 724 – 2220

FAX NUMBER: (928) 724 – 2223

ORGANIZATION’S SECRETARY’S CELL NUMBER: (928) 349 - 0620

Job title	<i>Accountant</i>
Status:	<i>Regular, Full – Time, Exempt</i>
Hours:	<i>40 hours per week;</i>
Salary:	<i>\$ 22.60 per hour</i>
Reports to	<i>Farm Manager</i>

Position Overview

Tsaile – Wheatfields – Blackrock Dineh Water User’s Board Directors is seeking a helpful, practical, patient, experienced, creative, and energetic Accountant to oversee the overall financial operation and financial management of the organization that works with farmland and water development for farmers and ranchers. The farmlands are located in three different locations with a combine total of 1,685 acres. 85% of these farmlands have been idling more than two years. The goal is to *Revitalize Farmlands* to become a productive land where crops, vegetables, and native foods are growing. In addition, to work with ranchers from 3 of 6 the Range Management Unit areas to plan and implement more water development.

As result, the Accountant will be expected to actively participate in overall day to day financial operation and management of organization. The operation involves innovative work in developing, implementing, and maintaining financial policies, financial objectives, and short - and long – range financial planning. The management involves preparing, computing, managing, researching, and analyzing all accounting data, in order to provide quantitative information on performance, financial position, solvency, liquidity, and cash flows of the T-W-B Dineh Water User Association business. In addition, the Accountant will report and control function of moderate difficulty, including tax accounting, transaction processing, payroll accounting, financial system control, cost analysis, budget support, internal and external billing, internal audit reviews, project accounting and financial accounting.

Essential Duties and responsibilities

The essential functions include, but are not limited to the following:

Competencies required

Competencies	Description of Competencies
Communication	Balancing listening and talking; speaking and writing clearly and accurately; influence other to communicate openly and honestly; keeping others informed.
Team Work & Coachability	Ability to work as a member of a team; be receptive to feedback; willing to learn new things and share knowledge and skills; embracing continuous improvement. Be part of and contribute to the vision, mission, and goals of the T-W-B Dineh Water User Organization. Work closely with Farm Manager, Office Specialist, and Grant Writer.

Self - management	Be self - managing; focus on effective planning and time management as well as prioritization of tasks; be reliable and maintain work / life balance.
Technical & Practical Skills	Be able to understand and measure, monitor and adapt; seek training opportunities for further development; improve performance in day to day tasks of the role; use technology to improve productivity; be receptive and willing to learn and embrace technology as required of the position and job duties
Leadership / People Management	Lead, but empower; lead by example; set clear expectations and provide role clarity; be consistent and fair; review progress, develop people; provide feedback and guidance hold people accountable. Employ, train, and discipline staff as required in accordance with company policy
Administration & Quality Compliance	Keep up to date with administrative and reporting responsibilities required of the position and job duties; comply with policies and auditing requirements at all times.
Business & Asset Management	Work in setting and achieving production and financial targets. Ensure property and assets are optimized, secure and maintained with seasonal operating budgets.

Production and Distribution:

- Manage all accounting operations based on whole accounting principles and tax accounting
- Reconciles bank accounts
- Prepares budget and financial forecasts
- Publishes financial statements in time
- Conducts month – end and year – end close process
- Collects, analyzes and summarizes account information
- Compute taxes and prepare tax returns, balance sheet, profit/loss
- Develops periodic reports for management
- Audit financial transactions and document accounting control procedures
- Keep information confidential and secure them with random database backups
- Keep up with financial policies, regulations, and legislation

General Administration:

- Completes all grant accounting requirements including grant set up in the cost accounting system, monitoring of grant revenue and expenditures, and completion of grant reconciliations
- Prepared budget schedule and accurately complete data entry into the budget system, Grant Tracker and Sage Accounting software, for Farm Manager, T-W- B DWUA Board of Directors, Navajo Nation Office of Controller, Navajo Nation Auditor General Office, Navajo Nation Division of Natural Resources, and Navajo Nation Budget & Finance Committee
- Performs a wide range of detailed complex accounting and advisory functions pertaining to assigned fund area
- Ensures expenditure control and compliance with funding and reporting requirements and applicable accounting procedures
- Review and approves expenditure, personnel and purchasing documents for availability of funding, mathematical accuracy and compliance with established accounting principles, policies, and objectives

Qualifications and Experiences

Education:

- Secondary education. (*Meaning one who has a secondary education Degree, or has or is taking secondary educational courses*). Ideally, a degree in Accounting or related field, but not necessary.

Experience:

- Required to have at least (3) three to (5) five years accounting or in a related field.
- Monitor and reconcile revenue by verifying accuracy of daily reports, bank deposits, receipts, and credit card information on a daily basis.
- Reconciles accounts and makes corrections as necessary
- Coordinate the annual inventory of capital assets with authorize personnel

Knowledge, skills, and abilities:

Listed below are required representative of the knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge:

- Knowledge of whole Principles of Accounting and Tax Accounting
- Knowledge of the following components of accounting: Account Requisition, Account Payable, General Ledger, Budget, Property / Fix Assets, and procurement
- Knowledge and passion for public relations / customer service principles, practices, and procedure
- Knowledge of computerized accounting systems and applications including general software application.
- Knowledge of paying attention to details
- Knowledge of accounting principles, practice, and procedure
- Knowledge of Diné philosophy of Sa' ah Naaghái BiK' eh Hózhóón where thinking, planning, implementing, and monitoring and reflecting are used for protection and for the development of well – being of the Diné people

Skills:

- Preparing detail and complex numerical computations and reports
- Developing and monitoring complex multi-fund and source budgets using automated spread sheet and word processing
- Communicating technical concepts, both verbally and in writing
- Using computer and proficient in Microsoft Office, and other software such has using Sage 50 Accounting system

Abilities:

- Ability to monitor and reconcile revenue by verifying accuracy of daily reports, bank deposit, receipts, and credit card information on a daily basis
- Ability to run invoices, and provide income journal to the account
- Ability to run payment process for account approval with check register
- Ability to creatively experiment to attain new, better strategies, approaches, and solutions to challenges
- Ability to work independently and take initiative, set priorities and see project through to completion
- Ability to be open and flexible to new ways of working with staff, farmers, ranchers, and community
- Ability to have flexibility and willingness to take on variety of tasks along with an ability to effectively work in a highly collaborative team environment
- Ability to communicate verbally and written, and to speak both English and Diné language

Must have a valid driver's license.

Working conditions

The Accountant will work closely with Farm Manager and Office Specialist. Much of the work will be in an office setting. However, there are times the work requires extended hours, and travel to attend organization meeting or travel to conduct presentation.

Physical requirements

The Accountant work involves a minimum of physical effort in an office setting. Accountant may be require to: lifting, cutting and carrying.

Approved by:	
Date approved:	
Reviewed:	

Job description reviewed annually and updated as often as necessary.