



JOB ANNOUNCEMENT

TITLE: Accountant (1.0 FTE)

HOURS: Monday to Friday - 8:00 A.M. to 5:00 P.M. (some outside hours)

SALARY: DOE plus full benefits package

SUMMARY:

The Phoenix Indian Center is a small to medium sized not-for-profit social service organization. As such, this person is the sole finance/accounting employee. The accountant's primary responsibility is to ensure that the organization is in full compliance with all accounting and financial reporting requirements for federal and private funding. The accountant oversees all accounting activities as well as financial planning, including budget preparation and all financial functions. The accountant will report to and work closely with Phoenix Indian Center Chief Executive Officer and provide financial reports to the Board of Directors. In addition, he/she will work closely with senior leadership to maintain and implement internal fiscal policies and procedures to increase organizational and programmatic effectiveness and efficiency. He/she must be able to adapt to a continuously changing environment and thrive in a deadline-focused workplace.

ESSENTIAL FUNCTIONS / RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Process and maintain all billing invoicing, cash receipts and cash disbursements including maintenance of accounting processes and recording
 - Conduct cash-flow planning and ensure availability of funds
 - Maintain finance policies and procedures
 - Review deposits, analyze and process all invoices and purchase orders, and resolve all outstanding A/R and A/P issues
 - Maintain computerized accounting system, adding new codes as needed
 - Prepare monthly financial statements in conformity with GAAP and OMB Circular A133 etc.
 - Process biweekly payroll and ensure timely submission of all government payroll reports as required, review proper coding of time by staff
 - Prepare financial fundraising reports
 - Work closely with the CEO for preparation of the annual operating budget, and monitor project spending monthly
 - Process Federal grant drawdown requests and other requests for revenue based upon contractual guidelines
 - Prepare all private and federal funded financial reports by established deadlines and contractual requirements including the annual Indirect Cost Proposal.
 - Assist the Development Director and program staff in the development of grant application budgets, ensuring consistency with approved annual operating budget
-

ADDITIONAL PREFERRED REQUIREMENTS

CPA desired but not required

CLOSING DATE: OPEN UNTIL FILLED (Posting Date: , 2015)

SUBMIT COMPLETED APPLICATION TO INCLUDE RESUME WITH SALARY HISTORY TO:

Mail to: PHOENIX INDIAN CENTER PERSONNEL, 4520 North Central Avenue, Suite 250, Phoenix, AZ 85012; *Email PDF File to* cortiz@phxindcenter.org; *Fax to* 602-274-7496.

For further information contact 602-264-6768, ext 2103. You can learn more about the Phoenix Indian Center at www.phxindcenter.org

PREFERENCE: In accordance with the Indian Preference Regulations, preference is given to American Indians. To claim American Indian preference, please submit a copy of your Certificate of Indian Blood (CIB) or enrollment card.
