

# Community Development Financial Institution of the Tohono O'odham Nation

P.O. Box 3130 Sells, Arizona 85634-0837  
Phone (520) 383-0790 Fax (520) 383-1679

## Job Description

**Job Title:** Accounting Assistant  
**Closing Date:** Open Till Filled  
**Pay:** Starting Salary \$19.00/DOE

**Note:** All complete applications should be submitted to the CDFI Office for processing by closing date to be considered for position.

### Position Summary:

The Accounting Assistant is responsible for accounting functions, bookkeeping, and is the primary individual responsible for financial accuracy and documentation of all CDFI-TON financial transactions and payables. This individual must be able to have excellent attention to details, be well organized, and have time management skills.

### Essential Duties and Responsibilities:

- General ledger maintenance and entry
- Bank and credit card reconciliations
- Ability to process and follow-up on assignments quickly and efficiently.
- Special projects as assigned
- Transactional duties such as (but not limited to) preparing and processing payables, entering deposits and processing payroll
- Code payables and input
- Assure expenditures are in accordance with code balances for item acquisition
- Conduct invoice activities and pay vendors for delivered materials
- Pay bills and maintain ledgers
- Prepare appropriate schedules and reports as requested
- May be called to cross train in other areas in organization to lend assistance to workload of organization
- Have ability to do presentation for organization and public speaking if necessary

### Knowledge, Skills, and Abilities:

- Knowledge in financial bookkeeping for an organization.
- Knowledge in working with and assisting people with diverse backgrounds.
- Knowledge of QuickBooks and all functionality of software.
- Knowledge of the use of computers and commonly used office software.
- Ability to maintain confidentiality.
- Knowledge of training techniques and developing curriculums for presentations.
- Ability to present to small/large groups of individuals in providing information and data.
- Ability to work extended hours and various work schedules.
- Ability to communicate efficiently and effectively both verbally, and in writing.

- Ability to handle multiple tasks and meet deadlines.
- Ability to exercise independent judgment.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to work independently with minimum supervision and provide outstanding quality work in doing so with minimal corrections needed.

**Minimum Qualifications:**

- Must have three (3) plus years working with QuickBooks as well as full knowledge and experience of all functionality of program/software
- Must have strong communication, organizational and analytical skills
- Must be PC proficient and able to thrive in a fast-pace setting
- Must have strong experience with Microsoft Excel and Word
- Strong verbal and written communication skills
- Ability to multi-task, work under pressure and meet deadlines required

**Compensation:**

Salary will commensurate with applicant's experience and education.