

Community Development Financial Institution of the Tohono O'odham Nation

P.O. Box 3130 Sells, Arizona 85634-0837
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Job Description

Job Title: Financial Accounting/Controller
Closing Date: Open Till Filled
Pay: Starting Salary, \$ 45,000 - \$ 55,000 DOE

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

Position Summary:

The Financial Accounting/Controller performs a full range of accounting, document review, and financial reporting duties, including grant-funded program activities, budget planning and loan compliance. The Finance Accounting/Controller has the primary responsibility of overall administrating of the finance and accounting processes, accounting data base/systems, and within accounting guidelines, standards and internal controls for CDFI-TON.

Duties and Responsibilities:

- Primary responsibility of handling QuickBooks for the organization with all aspects and functionality of QB utilization.
- Perform monthly bank reconciliation for all operating accounts, investment accounts, at end of each month per set guidelines and processes needed in a timely manner to ensure all expenditures are accurate and accounted for at end of month reconciliation.
- Prepare and record financial statements and overall loan analysis, such as budget tracking for each month, produce end of month past due reports for default clients, reimbursement reports on clients, ensure all reports/financial statements are given to the Management for review and awareness each month.
- Produce quarterly reports for Management to include financial statements, grant statements or progress if applicable, actual vs. variance analysis for budget.
- In conjunction with Management prepare annual/capital budgets, forecast annual revenue planning for new FY for budget.
- Assist the Management with collateralization of loan accounts, internal and external financing for capital projects, negotiations with lenders/banks for incurred debt, and debt service planning for organization.
- Assist the Management with development and monitoring of long range financial and operational planning in lines with the strategic plan for organization.
- Responsible for research and development of all software and process for accounting and finance aspects to keep organization in compliance as well as look to future trends and practices to better organization with finance.

- Assist Management in managing and coordinate the annual audit. Working with Auditors when audit begins and through whole process of audit. Provide necessary responses to auditor's questions and findings.
- Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, booking all transactions into Quickbooks for accurate documentation of all in/out financial transactions.
- Produce all reports needed or requested by the CEO or BOD on an as needed basis or for BOD Meetings.
- Ensure organization compliance with Grant agreements, allocate grant expenditures in accounting software, submit grant reimbursement request and prepare and submit grant reports.
- Responsible for tracking of all accounts receivables and payables for the organization.
- Perform all Duties as assigned by the CEO for the position.

Knowledge and Skills:

- Knowledge of finance, budgeting, and cost control principles including Generally Accepted Accounting Principles.
- Knowledge of applicable Federal and State Financial Regulations.
- Knowledge of financial and accounting modeling related to business metrics.
- Skilled in strong communication, both orally and written.
- Skilled in negotiation and conflict resolution.
- Skilled in Excel, Access, Word and Quick Books.
- Ability to contribute in a team environment and accomplish deliverables in an accurate and timely manner.
- Ability to interpret and make decisions in accordance with Tribal and other applicable law, regulations and policies.
- Ability to exercise good judgment in regards to best practices, professionalism and ethics.

Minimum Qualifications and Requirements:

- Must have a Bachelor's Degree in Accounting/ Finance, plus two (2) years of progressive finance/accounting experience.
- Demonstrate leadership and administrative capability in a financial/business operation. Have two (2) years of experience in a Finance Manager position and demonstrate proficient capability in successfully handling all aspects of the position.
- Have two (2) years' experience working with QuickBooks on a daily basis and familiarity working with program proficiently.
- Ability in the areas of communication including strong writing, speaking and listening skills.
- Ability to lead meetings and delegate responsibilities.
- Ability to maintain effective working relationships with Tribal, Federal, State, and local agencies/organizations, community leaders, and the general public.

- Ability to develop short and long term business range planning.
- Must be willing to submit to a criminal background check upon hire or any other requirement deemed necessary by CDFI-TON to hire individual. Employment will be contingent on a successful background check.

Compensation:

- Salary commensurate with applicant's experience and educational background.