

HOPI TRIBAL HOUSING AUTHORITY

05.14.2025

JOB VACANCY

GENERAL LEDGER ACCOUNTANT



CLOSING DATE: May 30, 2025 @ 5:00 PM

Job Summary:

Under direct supervision of the Finance Director, accomplishes the objectives of the accounting office by performing a variety of accounting functions including maintaining accounts and financial records and coordinating all general ledger activities. Maintains a high level of confidentiality.

Minimum Qualifications & Requirements:

Associate's degree in accounting, finance or related field and five (5) years accounting experience; or equivalent combination of education and experience. Must be able to type at least 60 wpm and demonstrate proficiency in grammar, spelling, math, and filing.

FOR MORE INFORMATION AND/OR TO OBTAIN APPLICATION AND JOB DESCRIPTION, CONTACT:

Christine Tawahongva, Human Resources Generalist

P.O. Box 906

Polacca, AZ 86042

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Hopi Tribal Housing Authority Website: WWW.HTHA.ORG

PLEASE READ THOROUGHLY – Applications must be a complete packet to be considered for the position vacancy.

Submit a completed Hopi Tribal Housing Authority employment application, along with a letter of interest and three (3) reference letters. All must be received by the closing date to be considered a complete application packet.

THE HTHA IS AN EQUAL OPPORTUNITY EMPLOYER AND EXERCISES NATIVE AMERICAN PREFERENCE.