



SANTO DOMINGO TRIBAL HOUSING AUTHORITY

P. O. Box 10, Santo Domingo Pueblo, NM 87052
(505) 465-1003/0631 Fax (505) 465-1012

Position Open: January 21, 2020 through January 27, 2020

Position: Accountant

The accountant is responsible for recording financial transactions, maintaining accurate records and providing reports in the accounting system.

Job Duties:

- Coding and data entry to financial transactions in QuickBooks, MIP, and use Excel to prepare spreadsheets.
- Maintains subsidiary accounts by verifying, allocating, and posting transactions in spreadsheets, databases, and system. Checking figures and reporting for accuracy.
- Arranging for payment of vendor accounts and related functions.
- Preparing and sending invoices and receipts to debtors and other related functions.
- Reconciles subsidiary ledger accounts to actual support documents (i.e., invoices, contracts, statements, etc.).
- Maintains minor inventory accounts and prepares quarter and annual reports.
- Use trial balance to reconcile ledger entries. Report irregularities in data.
- Maintains transparent accounting records through system files and organizing/filing and documents.
- Prepares spreadsheet to collect, analyze, and summarize account information for vendors and customers and to monitor trends.
- Writes memos to vendors/customer within scope of work with supervisor approval.
- Complies with accounting and housing federal, state, and local regulations, laws, policies, procedures, etc. related to duties.
- Contributes to team effort by accomplishing related results as needed. Communicates well internally and externally. Desires and supports positive results for the staff, company, and community. Must be ethically strong with high initiative to achieve goals.
- Performs other duties as assigned. Based on performance individual can gradually excel to more advanced accounting (i.e., bank reconciliations, generating 1099's, W-2's, and writing accounting procedures).

Skills and Qualifications:

- Minimum of five years responsible accounting experience including accounts payable, accounts receivable, payroll, and general ledger.
- Ability to perform several tasks concurrently with ease and professionalism.

- Ability to operate calculator, computer, and other general office equipment and use Excel software.
- Knowledge of computerized accounting, but must be able to do a manual set of books.
- Ability to communicate clearly and concisely, verbally and in writing, in English.
- Must be able to keep client matters strictly confidential.
- Must have excellent interpersonal skills and customer service skills.

Working hours

- 40 hours per work week Monday to Friday
- Business hours are from 8:00 am to 5:00 pm

Pay rate

- Depends on prior accounting experience

For more information please contact:

Ms. Pauline Joe, Finance Officer
Santo Domingo Tribal Housing Authority
Phone: (505) 465-1003
Email: accounting@sdtha.org