



## POSITION DESCRIPTION

Position Title	Accountant II
Department	Finance
Reports To	CFO

Job Grade	G	Schedule: full time
Effective Date	11/5/18	Benefits Yes

### Position Summary

This position for Yellowhawk Tribal Health Center is to ensure that the daily job functions are performed in a timely manner with a high degree of accuracy. This position is responsible for accurately reconciling accounts, summarizing activity, resolving reconciling differences, and providing variance analysis and insight to underlying drivers as appropriate. The Accountant II will handle upper-level accounting functions. All duties and responsibilities will be performed in accordance with the Yellowhawk Mission and Vision statements.

#### Essential Duties:

- Prepares grant financial reports for managers and grantor agencies.
- Works with grant staff to ensure financial transactions are within budget and grant scope.
- Prepares budget worksheets in concert with CFO instructions. Ensures approved budgets are posted in the financial data base system.
- Participates in the preparation of annual audits. This includes preparing schedules and reports for independent auditors.
- Participates in preparation of monthly financial statements.
- Responsible for cross training or filling in for Accounts Payable, Procurement, Travel, and Payroll during vacancy of positions.
- Works with other Yellowhawk staff in a collaborative effort and demonstrates positive role modeling and a professional image.
- Represents Yellowhawk in a positive and professional manner when interacting with patients, staff, community members, and business associates.
- Ensures Yellowhawk information is kept confidential and is protected from unauthorized disclosure. Complies with and enforces Federal Health Insurance Portability and Accountability Act (HIPAA) and the Federal Privacy Act.
- Restricts access to administrative and accounting files, fiscal reports, and other Yellowhawk information.

#### Other Duties:

Other duties as assigned.

**Knowledge, Skills and Abilities:**

- Knowledge of accounting principles sufficient to assist technical staff and coordinate all aspects of financial bookkeeping and reporting, including internal controls, payroll, procurement, federal grant regulations, and accounts payable.
- Knowledge of fund accounting, grant reporting, and Federal regulations and reporting requirements relating to accounting.
- Must possess advanced computer skills. Preferred experience in Word, Excel, PowerPoint and Abila MIP.
- Must support and participate in the team player concept.
- Must possess the ability and willingness to assume responsibility for accuracy and timeliness of projects.
- Must have the ability to effectively communicate in writing and verbally.
- Must work independently, maintaining a high degree of initiative.
- Must have a positive, respectful attitude, ability to resolve problems constructively, and maintain a professional appearance and demeanor.

**Typical Physical Demands:**

Requires prolonged sitting, some bending, stooping and stretching. Requires eye-hand coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator and other office equipment. Requires normal range of hearing and eyesight to record, prepare and communicate appropriate reports.

**Typical Working Conditions:**

Work is performed in an office setting.

**Other Aspects of the Position:**

Requires occasional weekend and/or evening work. Normal hours are from 7:30 to 4:00, M-F.

May require travel for training and meetings.

Requires all duties to be performed with CTUIR cultural sensitivity.

**Minimum Qualifications:**

Must possess a valid driver's license and maintain insurance requirements to operate General Services Administration vehicles.

Must submit to and pass a reference and criminal background check and a pre-employment drug and alcohol screening.

Must possess a Bachelor's Degree in Accounting (or Business Administration with an Accounting Concentration) and a minimum of four (4) years of experience as an accountant or independent auditor.

**Preferred Qualifications:**

A minimum of two (2) years grant accounting.

A minimum of two (2) years fund accounting.

**Yellowhawk gives preference to applicants in the following order:**

- CTUIR-enrolled Tribal members
- Other federally-recognized tribal members
- Military personnel who have been honorably discharged
- All other applicants

The success of the Yellowhawk Tribal Health Center delivery of health care services, business operations and reputation are built on the principles of our employees' fair and ethical conduct. Our reputation for integrity and excellence requires careful observance of the terms of the Centers contracts with funding agencies, the Personnel Policies and Procedures Manual, and the spirit of all applicable laws and regulations, as well as the adherence of the Yellowhawk employees to the highest standards that govern their professions, conduct, performance and personal integrity. All duties and activities will be performed in keeping with the mission and vision of Yellowhawk Tribal Health Center.

Approved by:

Date

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I acknowledge that I have read and understand the duties and responsibilities of this position description.

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\_\_\_\_\_

Signature

Date

*Our Vision: Our Tribal community achieves optimal health through a culture of wellness.*

*Our Mission: It is our mission to empower our Tribal community with opportunities to learn and experience healthy lifestyles.*