



SAN CARLOS HOUSING AUTHORITY

P.O. Box 740

Peridot, Arizona 85542

ADVERTISEMENT

POSITION TITLE: General Ledger Accountant JOB ANNOUNCEMENT: #327-2024
OPENING DATE: August 23, 2024 SALARY: DOE
CLOSING DATE: Open Until Filled LOCATION: Peridot Office

Job applications are available at Tufastone, Bylas Sub-offices or
can be mailed or emailed upon request.

Applications are due at the Peridot Office by 4:30 p.m. on the closing date.

Nature of Position:

Works under the direct supervision of the Finance Manager in performing a variety of routine and non-routine accounting functions with significant focus on General Ledger accounting. This position is also responsible for supporting the Finance Manager in conducting key activities such as month-end and year-end close, fixed assets, account reconciliations and audits. The General Ledger Accountant will have supervisor duties over the finance staff.

DUTIES AND RESPONSIBILITIES:

- Supervises the finance staff.
- Prepare monthly journal entries such as cash, payroll, benefits, prepaid, expense allocations and revenue.
- Assist with Balance Sheet preparation and monthly account reconciliations
- Maintain and update Fixed Assets spreadsheet
- Review cash deposits and prepare cash receipt journal entries
- File and maintain all journal entries for internal and audit purposes
- Assist in automating processes and procedures
- Export all cash receipts into the financial system on a monthly basis
- Identify and reconcile, daily and monthly, activities in all bank accounts
- Track and maintain all fixed assets ledger
- Assist procurement clerk to review contract documents for terms and conditions
- Performs other duties and task as assigned and directed by the Finance Manager

MINIMUM QUALIFICATIONS:

1. B.S. Degree in accounting, finance or related field
2. Strong understanding of debits/credits and accounting principles
3. 3-5 years of General Ledger and Journal Entries experience
4. Must have intermediate-advanced level Excel skills
5. Excellent organizational skills with attentions to detail
6. Strong skills in working with expenses, accounting and ability to reconcile accounts
7. Must have a good understanding of confidentiality

ADDITIONAL REQUIREMENTS:

1. Must have a valid AZ Driver's License.
2. Must pass a pre-employment drug test.
3. Must submit certified 5 year MVR and be insurable under SCHA vehicle insurance
4. Applicant will be subject to a Tribal background check.