



## **JOB VACANCY ANNOUNCEMENT**

**JOB LOCATION** : Accounting Department - Window Rock, Arizona  
**SALARY** : \$35.2253 per hour  
**CLOSING DATE** : Open Until Fill (OUF)

### **Class Summary:**

This class is the fifth of five levels in the Fiscal series. Incumbents manage and supervise the activities of a defined fiscal area. Work at this level is primarily managerial in nature, which includes: prioritizing and assigning work among professional fiscal staff and lower-level managers, conducting performance evaluations, ensuring staff are trained and follow all established policies and procedures; and making hiring, termination, and disciplinary recommendations. Additional responsibilities may include developing and implementing accounting principles, practices and procedures consistent with GAAP; establishing internal controls and auditing procedures; preparing for the annual audit; reconciling major accounts, grants and funding sources; reviewing and approving financial statements; and reviewing the work of external contractors. The Fiscal Manager is distinguished from the Fiscal Coordinator by its responsibility for the overall management of significant accounting or finance functions, and the supervision of lower-level coordinators. Safety is a critical factor with NHA and all employees will adhere to Safety Policies and ensure Safety is how we perform our duties.

### **Responsibilities:**

- Manages staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.
- Manages the on-going activities of the accounting function, which includes developing, administering, updating and evaluating processes, procedures, systems, and standards; and ensures compliance with GAAP; internal regulations; and Federal, State, and local laws, regulations, codes, and/or standards.
- Prepares the annual audit; prepares and reviews reports, worksheets and audit materials, responds to auditor questions, and resolves identified issues.
- Reviews internal financial reports, worksheets, general ledger entries, and other documents created by subordinates; identifies, researches and directs the resolution of issues; ensures deadlines are met; and responds to questions from senior management.
- Monitors and reviews the work of external contractors.
- **Performs other duties of a similar nature or level.**

### **Required Skills:**

- Prioritizing and assigning work
- Monitoring and evaluating employees
- Preparing and reviewing financial reports
- Recording, verifying, reconciling, and reporting accounting transactions;
- Establishing policies and procedures
- Applying GAAP principles and practices
- Identifying, investigating and resolving accounting discrepancies
- Reading and comprehending financial statements
- Using a computer and related software applications
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction
- Reviewing and approving accounting documents
- Researching complex information and reporting findings
- Managing and monitoring accounting expenditures
- Managerial principles
- Preparing operational and regulatory reports.



**Fiscal Manager**  
**Tracking Code: 1530-381**  
**Job Description**

## **JOB VACANCY ANNOUNCEMENT**

### **Required Experience:**

- Valid Driver's License
- Bachelor's degree in finance, accounting, or related field;
- Seven (7) years of professional finance, accounting, and/or budgeting experience;
- Three years of supervisory experience; or an equivalent combination of education and experience necessary to perform the essential responsibilities of the assigned position.

### **How to Apply:**

Applicants must submit a completed NHA application, including an updated resume and unofficial transcripts or degree(s). Please email the completed application packet to [nhahr@hooghan.org](mailto:nhahr@hooghan.org) or hand deliver it to our NHA HR Office in Fort Defiance, AZ by the closing date to be considered for the position. All applicants are subject to a background investigation and must have a valid driver's license. Failure to submit the required documents shall be considered incomplete. If you have any questions, please get in touch with NHA Human Resources at (928) 871-2680.