

# YUROK INDIAN HOUSING AUTHORITY



15540 N. Hwy 101, Klamath, CA • Mailing Address: P.O. Box 98, Klamath, CA 95548 • (707) 482-1506; (800) 281-4749

## JOB DESCRIPTION

Job Title: ACCOUNTANT I, II, or III  
Reports To: Fiscal Director  
Work Site: Klamath, California  
FLSA Status: Full-Time, Permanent: Exempt  
Wage Range: Accountant I - Step 12 on YIHA Salary Scale \$15.89 to \$22.66  
Accountant II - Step 13 on YIHA Salary Scale \$17.07 to \$24.34  
Accountant III - Step 14 on YIHA Salary Scale \$18.34 to \$26.15  
Benefits: Health and Dental Insurance paid for employee, 401K  
Department: Fiscal

### POSITION SUMMARY:

Under the general direction of Fiscal Director. Incumbent will coordinate and perform professional and technical responsibilities related to the Housing Authority's financial operations; assist in maintaining control over fiscal information system by monitoring and analyzing financial records, recommending accounting procedures and controls, preparing and interpreting monthly, quarterly, annual grant reports and assuring that the Housing Authority is complying with Tribal, State and Federal policies, procedures and regulations, as well as Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB) pronouncements. Review work of Bookkeepers and provide training and technical assistance to Bookkeepers and Fiscal Support Staff.

### DUTIES AND RESPONSIBILITIES:

1. Analyze data and draw conclusions and / or make judgment decisions.
2. Accurately and thoroughly maintain a wide variety of financial records and reports.
3. Prepare clear, concise, comprehensive and accurate reports.
4. Understand, interpret and apply complex regulations or procedures.
5. Learn and effectively use accounting systems to store and retrieve data.
6. Clearly communicate orally and in writing.
7. Provide accurate information and elicit cooperative working relationships.
8. Prepare complex grant reports and analyses.
9. Examine, verify and prepare financial information.
10. Learn and apply federal, state and local laws, ordinances and regulations to accounting and auditing work.
11. Make sound decisions and recommendations consistent with essential functions.
12. Incumbent must work independently.

### SUPERVISORY RESPONSIBILITIES:

Some direct supervisory responsibility is anticipated.

## MINIMUM QUALIFICATIONS:

1. Requires specialized knowledge of governmental and grant financial reporting procedures.
2. Knowledge of generally accepted accounting principles (GAAP).
3. Knowledge of techniques and practices of governmental accounting and government accounting standards board (GASB-34) pronouncements.
4. Knowledge of auditing and fiscal management, accounting systems and data processing, financial administration, budgeting and reporting, financial research and report preparation.
5. Working knowledge of data base applications.
6. Ability to communicate effectively with staff and the public, using tact and discretion, and responding to questions, comments and complaints from staff and citizens in a professional manner.
7. Ability to compose correspondence and other related materials while effectively employing principles of good correspondence.
8. Ability to perform complex mathematical calculations with error free accuracy.
9. Knowledge of Algebraic equations.
10. Ability to develop computer spreadsheets using complex formulas and a variety of financial and other mathematical functions.
11. Able to work within established guidelines with little direct supervision.
12. Ability to understand and interpret legal documents and federal, state and local regulations.
13. Ability to establish, implement and maintain documentation procedures.
14. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
15. Perform other duties as required to meet the needs of the organization.

## EDUCATION/EXPERIENCE:

### Accountant I

A Bachelor Degree or business college equivalent in accounting with emphasis on governmental accounting and six (2) years progressively responsible experience in HUD Housing accounting; or an equivalent combination of experience, education, and training that would provide the level of knowledge and ability required for the position.

### Accountant II

A Bachelor Degree or business college equivalent in accounting with emphasis on governmental accounting and six (4) years progressively responsible experience in HUD Housing accounting; or an equivalent combination of experience, education, and training that would provide the level of knowledge and ability required for the position.

### Accountant III

A Bachelor Degree or business college equivalent in accounting with emphasis on governmental accounting and six (6) years progressively responsible experience in HUD Housing accounting; or an equivalent combination of experience, education, and training that would provide the level of knowledge and ability required for the position.

Progressively responsible work experience in a similar occupation may be substituted for educational requirement (two years of full time experience equals to one year of college).

CONDITIONS OF EMPLOYMENT:

- All applicants are subject to the Housing Authority's Drug and Alcohol Free Work Place Policy including pre-employment screening.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- When necessary, must be able to lift 25 to 50 pounds.
- Must provide the following information for employment consideration: DMV print out, Drivers License, Resume, completed application, proof of tribal membership (if claiming Indian preference).

**IN THE EVENT OF EQUALLY QUALIFIED APPLICANTS, INDIAN PREFERENCE WILL BE APPLIED. THE YUOK INDIAN HOUSING AUTHORITY IS A DRUG AND ALCOHOL-FREE WORKPLACE. DRUG SCREEING WITH A NEGATIVE RESULT IS REQUIRED BEFORE BEGINNING EMPLOYMENT.**