

WILD HORSE PASS

DEVELOPMENT AUTHORITY

Staff Accountant

LOCATION: Wild Horse Pass Development Authority
COMPENSATION: \$50,000-\$60,000 (annualized)
HOURS OF WORK: Regular; Full-Time
REPORTS TO: Controller

Position Summary:

The candidate is responsible for thorough review of financial statements, analytical work, maintaining accurate accounts payable and accounts receivable records, manage key processes as assigned and maintain accuracy in the General Ledger accounts and balances. The Accountant must follow the established Financial Management Policy and follow all department Standard Operating procedures. This position reports to the Controller.

Job Duties & Responsibilities:

1) Lead and manage accounting and finance functions as assigned.

Main Activities

- Monitor the financial system in order to ensure the finances are maintained in an accurate and timely manner.
- Maintain financial management policies & procedures, and department standard operating procedures.
- Maintain and reconcile various general ledger balance sheet accounts.
- Monitor and analyze actual vs budget balances.
- Ensure transactions are properly recorded and entered into the accounting system.
- Review and analyze monthly financial statements.
- Provide assistance during the annual audit.
- Provide assistance with preparation of the operating/capital budget.
- Provide assistance during the processing of the year-end 1099's.
- Develop and/or maintain effective processes that can provide accurate data to be verified against the accounting software.
- Maintain and keep organized the electronic data files, financial files and records.

2) Oversee the accounts payable and accounts receivable systems.

Main Activities

- Reconcile & analyze vendor invoices.
- Issue, code and authorize purchase orders/invoices.
- Reconcile event records, prepare commission reports.
- Establish and maintain supplier/vendor accounts.
- Ensure information is entered into the financial system in an accurate and timely manner.
- Reconcile the accounts payable.
- Reconcile the accounts receivable.
- Compile source documents for processing.

WILD HORSE PASS

DEVELOPMENT AUTHORITY

- Reconcile and record deposits.

3) Manage and analyze contracts for Capital Projects and/or event vendors.

Main Activities

- Review, manage and analyze contracts for the projects or event vendors.
- Maintain approved budgets for related capital projects or event vendors.
- Process all contract invoices related to WHPDA business.
- Process and maintain supporting documentation for contract invoices.
- Prepare journal entries when necessary.

4) Perform other duties as assigned and required.

Key Qualifications-Education & Work Experience:

The applicant must have proficient knowledge in the following areas related to accounting:

- Computerized accounting experience in Microsoft Dynamics AX helpful, but not required.
- Strong Excel skills a plus as well as the Microsoft Office software; Outlook, Word, PowerPoint.
- Accounts payable and accounts receivable
- Generally accepted accounting practices
- Preparation of financial statements and reports
- Familiarity with statistics and ability to use them to evaluate alternatives.

Additional Required Skills, Abilities & Attributes

- Exceptional time management skills
- Strong and effective written and verbal communication skills
- Strong analytical and problem solving skills
- Ability to operate spreadsheet and word processing programs at a highly proficient level
- The incumbent must maintain strict confidentiality in performing the duties of the Accountant.
- Demonstrate honesty and trustworthiness.
- Must possess cultural awareness and sensitivity.
- Demonstrate sound work ethic Substantial administrative and management skills.
- Effective interpersonal skills; ability to prioritize time and responsibilities in such a way as to fulfill primary goals and complete numerous details that accompany each project.

Education & Experience

- Requirements to include - BS/BA in Accounting, 5-10 years of experience of public and/or private accounting.
- CPA is preferred, but not required.
- Preference to those with knowledge in; hospitality, event-based business, entertainment, and/or project management.

Language Ability: Ability to read and comprehend simple/complex instructions, correspondence, and memos. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write internal and external correspondence. Ability to

WILD HORSE PASS

DEVELOPMENT AUTHORITY

effectively present information in one-on-one and small group situations, to customers, clients, and other employees of the organization.

Required Math Ability: Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical business situations. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions.

Physical Demands: While performing the duties of this job, the employee. The employee occasionally is required to sit; and bend, climb, stoop, lift, carry, push, kneel, crouch, or crawl. The employee must regularly lift and/or move 25 pounds, and occasionally lift and/or move up to 50 pounds.

Working Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Employee must be in a physical condition adequate to meet the physical and emotional demands of the assigned duties.

Evening, weekend, and holiday shifts are required as a normal part of this position.

The noise level in the work environment is usually moderate.

This position has no supervisory responsibilities.

No overnight travel is expected for this position. There may be occasional local day travel.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, US Code, Section 472 and 473). Preference is given to qualified members of the Gila River Indian Community.

The Gila River Indian Community is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Gila River Indian Community is an Equal Opportunity Employer.

If you are claiming Preference in one or more of the following categories, please attach a copy of the required documentation to Resume & Application.

In accordance with the Gila River Community's Policy regarding Indian Preference, Wild Horse Pass Development Authority "WHPDA" will give preference to qualified applicants in the following order:

1. Enrolled GRIC Members (with proof of enrollment).
2. Members of a Federally recognized Indian Tribe.
3. Spouse of an enrolled GRIC Member.
4. All Others.

****Job Posting is for Native American Applicants only****

Job posting will be open to all others May 6, 2021.

WILD HORSE PASS

DEVELOPMENT AUTHORITY

Questions – Contact:

Human Resources

Email: Careers@wildhorsepass.com

Submit Resume and Cover Letter to:

Human Resources

5350 North 48th Street, Suite #310

Chandler, Arizona 85226

Position Posting Closes:

When filled

Employee Acknowledgment:

Employee signature below constitutes employee's understanding of the requirements, functions and duties of the position.

Sign: _____ Date: _____

Print: _____