



Navajo Agricultural Product Industry Job Description

Job Title: **Accountant**

Location: **NAPI (Main Office)**

Work Schedule: **Mon-Fri 8am to 5pm**

Department: **105-Accounting**

Exemption Status: **Exempt**

Grade: **22***

Salary Range: **\$ DOE**

Reporting Relationship: **This position reports to the: Controller**

Summaries of Duties and Responsibilities

The position was created to analyze financial information and prepare financial reports to determine or maintain records of assets, liabilities, profits and loss, tax liability, or other financial activities and provide accounting support in the financial record keeping and reporting function/process within NAPI.

Shared Responsibilities:

- Support the mission, vision, and goal of Navajo Agricultural Products Industry.
- Support excellence in our customer service philosophy.
- Adheres to all company policies and procedures.
- Follow safety guidelines and participate in trainings.
- Practice good stewardship of NAPI property and follow policy.
- Act in a professional manner at all times.
- Function from INTEGRITY, HONESTY, and LOYALTY in all activities concerning NAPI.
- Follow the current NAPI Strategic Plan initiatives.
- Maintain a team environment with other departments.
- Champion NAPI in the community.

Primary Duties and Responsibilities:

Essential Functions

1. Responsible for the integrity of the general ledger.
2. Follows the internal process of documentation approved by the Controller and/or CEO.
3. Follows the accounting, credit/collections, travel, cash, budget policies and procedures.
4. Reviews and monitors the integrity of subsidiary accounts, (inventory, fixed assets, purchasing, and accounts receivable/payable).
5. Records and monitors all accounting transactions made by other employees for errors and omissions in a timely manner. Reports problems and makes corrections as directed by the Controller.



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6. Receives and monitors all accounting daily cash and expense reports and report discrepancies to Controller immediately.
7. Reconciles and audits daily required general ledger account and evaluates the appropriateness of allocation charges to cost centers. Reports any significant trends to the Controller.
8. Prepares and enters the necessary reoccurring or adjusting journal entries accurately and maintain adequate documentation for all journal entries.
9. Prepares monthly close as directed by the Controller.
10. Prepare, examine, or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
11. Develop, implement, modify, and document recordkeeping and accounting systems, making use of current computer technology.
12. Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.
13. Advise management about issues such as resource utilization, tax strategies, and the assumptions underlying budget forecasts.
14. Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
15. Assists the Controller in the preparation financial statements and supporting documents.
16. Assures the daily back up of accounting computer records.
17. Prepares all appropriate governmental reports as needed for final approval by the Controller.
18. Makes recommendations on accounting processes and procedures to the Controller.
19. Communicates effectively with co-workers regarding the proper recording to transactions.
20. Communicates effectively with managers to help them understand the accounting process.
21. Strictly adheres to confidentiality of company policies and procedures.
22. Monitors all accounting filings systems for effectiveness and timely filing.
23. Assists the Controller with annual and unannounced audits as needed.



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Performs other related duties and assignments as required.

Education, prior work experience, and specialized skills and knowledge:

- This position requires a High School Diploma (or GED or High School Equivalence).
- Bachelors Degree in Accounting or Business-related is required.
- Additional College work in Cost Accounting, Agricultural Economics or related field of study is highly recommended.
- Certified Public Accountant (CPA) or Computer Software proficiency is helpful.
- This job requires the incumbent to have a valid driver's license with an acceptable driving record.
- Number of year experience: 2 years experience in computerized and manual accounting transactions and financial reporting in a medium-sized to large-sized company is required. Education/training cannot be substituted for previous work experience.
- Ability to use a computer especially Microsoft Windows Vista operating systems with 2007 Microsoft Office Professional products – Internet Explorer, Excel, Word, Power Point, Access and Outlook is required.
- Ability to use search engines, data queries, and assimilate printed information is required.
- Ability to speak in public.
- Ability to communicate effectively orally and in writing in English. Navajo is helpful
- Able to operate all common office equipment – 10 key by touch calculators, copier machines, fax machines, phone systems, etc.
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Ability to identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Ability to understanding the implications of new information for both current and future problem-solving and decision-making.
- Able to demonstrate knowledge of the accounting process, Generally Accepted Accounting Principles (GAAP) and Generally Accepted Standard Board (GASB) rules.
- Able to demonstrate knowledge of:
 - Banking and Financial concepts.
 - Reconciliation/Auditing
 - Budgetary guidelines
 - Cost Accounting concepts
 - Journal entries and adjustments
 - Accrual basis revenue and liability accounts
 - Financial Statements



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- Basic Payroll concepts
- Inventory Evaluation and Controls
- Able to effectively use time management skills, record keeping concepts and other resources in order to meet deadlines.
- Able to be a team player and goal oriented.
- Able to deliver outstanding customer service to both internal and external customers.
- Job requires being careful about detail and thorough in completing work tasks.
- Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.
- Job requires accepting criticism and dealing calmly and effectively with high stress situations.

Physical environment and working conditions:

This job requires you to work in an office environment. Occasional exposure to the elements may be required to assist in employee relations activities.

Physical Demands

Strength	Hearing	Kneeling
Stamina	Visual Acuity	Crouching
Physical Flexibility	Visual Color Perception	Squatting
Reaction Time	Sitting	Crawling
Whole Body Steadiness	Standing	Twisting
Manual Dexterity	Walking	Climbing
Lifting 25# minimum		

Business machines and computer software used:

NAPI vehicle and a Two-Way Radio

Other factors, such as access to confidential information or contact with the public:

Must read and acknowledge NAPI's Non-disclosure agreement.



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I have reviewed the above job description and have an understanding of my job duties. I understand I will be evaluated on each of the duties described above.

_____ Employee _____ Date

_____ Supervisor _____ Date