



CANONCITO BAND OF NAVAJOS HEALTH CENTER

PO Box 3338 / 129 Medicine Horse Drive – To'Hajiilee, NM 87026 INC.
Phone (505) 908-2307 / Fax (505) 908-2310

ACCOUNTING TECHNICIAN

Position Description

Department:	Finance	Reports to (title):	Finance Director
Job Code:		Classification:	Non-Exempt
Pay Range:	DOE	Effective Date:	July 1, 2017
Hours/week:	40	Revised Date:	September 15, 2023
Position Type:	Full-Time		

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Canoncito Band of Navajos Health Center, Inc. are expected to conform to the following:

- Uphold all principles of confidentiality and patient care to the fullest extent.
- Adhere to all professional and ethical behavior standards of the healthcare industry.
- Interact in an honest, trustworthy and respectful manner with patients, employees, visitors and vendors.
- Participate in departmental staff meetings, quality management activities and educational programs.
- Possess cultural awareness and sensitivity.
- Maintain a current insurable driver's license.

POSITION PURPOSE

The Accounting Technician is responsible for providing a variety of routine to difficult fiscal, financial, payroll and accounting office support; payroll processing, accounts receivable invoicing and collections, accounts payable processing, and purchasing.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Process accounts payable within the MIP system and maintain all accounts payable records; match invoices, receiving reports and other requests for payment with purchase order or contract documents; ensure proper authorization and compliance with the CBN Health Center policies and procedures.
- Input information to a computer system or manually prepare forms to produce payments; reconcile and prepare payment requests for non-purchase order expenditures such as utility and contract payments.
- Provide information to vendors regarding invoices and purchase orders; resolve purchase order, invoicing and delivery complaints and problems; process returned checks, convey to proper person to effect collection and make appropriate entries to files and/or ledgers.
- Assist with the production of various periodic billings, receive checks by mail and process and balance accordingly; audit accounts receivable.
- Process returned checks, convey to proper person to effect collection and make appropriate entries to files and/or ledgers.
- Input and balance time sheets for all departments; examine records for accuracy and adherence to guidelines; maintain individual employee files; edit for accuracy throughout the payroll process from time sheet entry through general ledger posting; produce pay period, weekly, monthly, quarterly, and yearly reports; prepare checks and reports for distribution.



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- Maintain employee information in payroll system; ensure accuracy of information and updates as required.
- Assist employees with queries related to payroll; research answers relating to tax laws, benefits, insurance, retirement, etc.
- Enter and maintains employee payroll deduction information.
- Prepare retirement allocation for payment; creates spreadsheets and downloads into vendor web portal.
- Reconcile payroll accounts; submits appropriate vendor payments.
- Process required tax payments and documentation; submits State tax information and deposits online through State web portal.
- Allocate health insurance premium costs and processes payments; receives invoices from all insurance vendors and prepares for payment.
- Create retirement census reports of retirement payments and submits for deposit to vendor accounts.
- Assist with W2 and W4 submittals and mailings.
- Process and prepare Unemployment quarterly wage reports.
- Post information to ledgers, journals and reports; totals and balances figures, proofs data and makes corrections as required.
- Prepare year-end 1099 reporting, Federal and State tax withholding deposits and year-end reporting.
- Review requisitions and requests for purchase to determine the types of materials, supplies, equipment or services required; ensure such requests are complete and accurate and proper authorization has been obtained.
- Issue, monitor and account for the CBN Health Center credit cards; accepts and maintain receipts for purchases; charges to appropriate purchase order; issue payment as required.
- Print and issue purchase orders, bid documentation, specifications, correspondence and various purchase documentation; distribute materials to vendors as requested; post bids in publications and newspapers as instructed.
- Complete requested reports daily, monthly, quarterly, annually and other periodic financial statements, records and reports, ensuring they are accurate.
- Ensure records, statements, and reports are provided in accordance with generally accepted accounting principles and government regulations, as well as internal accounting controls.
- Answer inquiries related to department records, accounts, and programs; explains rules, policies and procedures and the proper use and completion of forms and documents.
- Assist with audit preparation.
- Perform other accounting functions and activities as required.
- Perform a variety of general office support duties such as typing, proofreading, filing, answering the telephone and using standard office equipment.

MINIMUM MANDATORY QUALIFICATIONS

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| Experience: | <ul style="list-style-type: none">• One (1) year of accounting experience |
| Education: | <ul style="list-style-type: none">• High school diploma or General Equivalency Diploma (GED) |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">• Ability to make calculations and tabulations and review accounting and related documents accurately and efficiently• Ability to prepare clear and accurate financial records, reports and statements in a timely manner |



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- Knowledge of methods, practices, documents and terminology used in financial and accounting recordkeeping and practices and procedures of basic governmental accounting
- Knowledge and experience with Microsoft Office Suite, including Microsoft Word, Excel, PowerPoint, etc.
- Ability to perform basic math calculations such as addition, subtraction, multiplication, division and basic algebra
- Ability to operate a computer using spreadsheet and financial accounting software; ability to operate a calculator or adding machine and other standard office equipment
- Ability to organize, set priorities and exercise sound judgment within established guidelines; understand, interpret, explain and apply applicable FIGR, Tribal, State, and Federal laws applicable to assigned areas of responsibility
- Ability to understand and carry out written and verbal instructions; communicate clearly and concisely both verbally and in writing; establish and maintain highly effective working relationships
- Ability to work with people of all ages and diverse backgrounds in a courteous and professional manner
- Must possess a high degree of integrity and trust along with the ability to work independently
- Ability to work efficiently and effectively under deadlines
- Excellent verbal and written communication skills
- Ability to master and effectively use the database and software systems
- Successful clearance of all pre-employment testing and background checks
- A record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers
- Ability to perform other duties as assigned

PREFERRED QUALIFICATIONS

- Associate's Degree in Accounting
- Knowledge of, and experience with, Tribal Government accounting
- Working knowledge/ experience with MIP accounting system
- Experience with payroll processing
- Prior experience working with Indian Health Services (IHS), a Tribe, or a Tribal healthcare organization
- Bilingual skills in English and the Diné language

WORK ENVIRONMENT

- Work environment: *The work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate.*
- Physical demands: *The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of sitting, keyboarding, and reading. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with visitors, vendors and staff.*
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Mental demands:

There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

OTHER

- All employees must uphold all principles of confidentiality, HIPAA and patient care to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.
- Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to this position. Employees will be asked to perform other duties as needed.

Canoncito Band of Navajos Health Center Inc. is a Navajo Preference Employer. As required by the Navajo Preference in Employment Act, preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants consistent with the Indian Self-Determination Act Indian preference provision.