

# Accountant I

Posted: February 6, 2025

Full Time

Location: Saint Michaels, Arizona

Job Details - Closing Date: Open Until Filled

**\*\*Applicant must have a valid, unrestricted insurable Driver's License\*\***

**\*\*Application, Resume, and References are required\*\***

## ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Maintain Confidentiality
- Communicate with customers, vendors, and external auditors
- Data entry of accounting information into accounting software.
- Participate in Convenient Store cash audits
- Possess excellent customer service skills – ensuring internal and external customers issues are resolved to their satisfaction.
- Calculate and record monthly depreciation
- Prepare excel worksheets as they relate to business units
- Record deposits (checks and/or wire transfers) into accounting system
- Process accounts receivable billings and payments into accounting system
- Maintain and prepare 1099's and W9's
- Process and attain approval for accounts payable checks
- Maintain all vouchers pertaining to accounts payable
- Enter accounts payable invoices into accounting system
- Determine invoice due dates and schedule timely payments
- Prepare accounts payable invoices for data entry; i.e. invoice approval and general ledger coding
- Apply analytical competence when resolving discrepancies
- Prepare and enter recurring journal entries
- Reconcile balance sheet accounts
- Reconcile internal credit card statements
- Calculate and prepare reports for Sales taxes to file with State, Federal and Navajo Nation
- Perform bank statement reconciliations
- Assist with monthly depletion calculations
- Prepare monthly hedge activity (no analytical review)
- Preparing the monthly Tariff Statements for the Pipeline Business
- Updating gauge reports and seal logs for reporting oil production to Government Entities
- Preparing the Navajo Nation Royalty In Kind due to the Navajo Nation
- Calculating monthly Run Tickets to determine net barrels of oil sold.
- Prepare reports for monthly production, calculate Sales Taxes and Royalty and file with State, Federal, and Navajo Nation.
- Other duties as required

## MINIMUM MANDATORY QUALIFICATIONS

### Experience:

- Minimum of 5 years of accounting responsibilities with demonstrated progressive responsibilities; or a combination of experience and education equivalent up to 10 years direct work experience with continuing education.

### Education:

- High School/Equivalent plus 10 years of practical work experience required or an Associate/Vocational Degree plus 7 years of practical work experience OR a bachelor's degree in accounting, finance or related field preferred plus 5 years of direct work experience. Degree earned must be from an accredited college or university.

### Mandatory Knowledge, Skills, Abilities, and Other Qualifications:

- Knowledge of General Accounting Principles
- Able to apply general accounting theory
- Ability to work independently
- Ability to multi-task to meet timely deadlines
- Proficient in a variety of computer software applications in word processing, spreadsheets, database and presentation
- Excellent Interpersonal skills
- Handle and maintain related proprietary and confidential manner