



# UIHA Employee Job Description

Last updated: 02JUL25

**Job Title:** Accounting Specialist  
**Status:** Full-time  
**Reports to:** Finance Manager

**FLSA:** Non-Exempt  
**Salary:** DOE  
**Department:** Finance

## **Supervisor:**

Works under the direct supervision of the Finance Manager.

## **Scope of Duties:**

Responsible for assisting the Finance Manager in administering the accounting functions of the Ute Indian Housing Authority (UIHA).

## **Duties and Responsibilities:**

A summary of duties and responsibilities is listed below, but will perform other duties as assigned:

- Accounts Payables which includes preparing check requests and ensures all expenditures are supported by original invoices, contracts, purchase orders, bids, etc. before executive director authorizes expenditures.
- Responsible for posting activity to the correct general ledger accounts when recording payables. Filing original payable voucher packets and mailing checks to vendors. Remove completed purchase orders after each check run. Generate account payable reports and review posting journal. Enter in fixed assets acquired.
- Prepare payroll timesheets using Time IPS timekeeping software. Distributes staff timesheets before each payroll for employees and manager verification and signatures. Records time in Microsoft GP and generate payroll checks. Maintain files for timecards, payroll posting reports and tax payments.
- Prepare monthly journal entries to record non-cash transactions for all programs and tenant accounting software.
- Assist in year-end closing procedures and annual audit preparation. This includes preparing schedules on asset and liability account balances and preparing/entering journal entries as needed. Generating reports from Microsoft GP and pulling sampled documents for auditor review.
- Maintain strict confidentiality. Assist the general public with questions, provide support with Finance department tasks, and all other duties as assigned by the Executive Director. This position requires cross-training in various areas to provide additional support & coverage when needed.

## **Education and Experience:**

High School graduate or GED. Must have a two or four-year degree in Accounting or minimum of five years' work experience in accounting. Governmental accounting experience required, understanding of OMB circulars, principles, practices, and techniques of public/Indian housing management and accounting; HUD regulations, NAHASDA regulations, and Tribal laws pertaining to low-rent housing.

Experience: Computer literate with proficiency in using Microsoft Office software, Microsoft GP Accounting software, and Housing Data Systems (HDS) tenant accounting software.



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## **Required Knowledge, Skills and Abilities:**

- Basic skills in using office machines: ten-key, scanner, photocopy machine, and fax machine.
- Excellent public/telephone etiquette is necessary.
- Ability to establish/maintain effective working relationships with co-workers & general public.
- Must possess strong analytical and organizational skills, ability to multi-task and take initiative to identify outstanding tasks and see them through to completion.
- Must be able to prepare clear and concise narrative and statistical reports.

## **Necessary Requirements:**

- Must possess Valid Utah state driver's license
  - Submit a driving record from DMV with application
  - Subjected to random drug testing
- Upon successful hire, will be required to fulfill a Criminal History Background Check