



Tucson Indian Center

160 North Stone Avenue • Tucson, Arizona 85701
Mailing Address: P.O. Box 2307 • Tucson, Arizona 85702
Telephone: (520) 884-7131 • Fax: (520) 884-0240
www.ticenter.org

Job Title: Staff Accountant

Salary: \$23.90 - \$30.66 per hour – Non-Exempt, DOE

Status: Permanent, Full-Time

Hrs./WK: 40

Department: Finance

Job Location: Tucson, Arizona

Nature of Work:

Embraces and Embodies the Tucson Indian Center's (TIC) Identity Document's Mission, Purpose & Vision Statements, Core Values, Guiding Principles and Strategic Goals.

The Staff Accountant is under the general supervision of the Finance Director, performs professional tasks related to accounting functions and office work as required or assigned.

Essential Functions:

1. Assist the Finance Director with monthly journal entries.
2. Record bank deposits and electronic bank transfers.
3. Assist the Finance Director with month-end and fiscal year-end accounting cycle procedures.
4. Assist the Finance Director with monthly/quarterly/annual program financial expense reports and/or program invoices.
5. Assist the Finance Director with audit preparation.
6. Assist the Finance Director with preparation of agency financial statements and reports.
7. Perform other related duties as assigned to support overall operations.

Required Knowledge, Skills and Abilities:

- Knowledge of non-profit accounting and financial management.
- Financial Statement preparation and reporting.
- Proficient in Microsoft Word and Excel.
- Strong mathematical and analytical skills.
- Ability to read and analyze financial reports.
- High attention to detail, accuracy, and recordkeeping.
- Ability to maintain confidentiality and professionalism in handling sensitive information appropriately.
- Experience working with diverse populations, preferably including Native American communities.



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Preferred Knowledge, Skills and Abilities:

- Knowledge of medical billing and reconciliation practices.
- Experience with Electronic Health Record systems.

Required Experience and Training:

- Bachelor's Degree in Business Administration (with an emphasis in Accounting preferred)
- Four (4) years of work experience in accounting (non-profit a plus).

Additional Requirements:

- Must possess valid Arizona Driver's License.
- Must pass Driver Insurance Carrier's requirements.
- Must obtain a HIPAA certification within 2 weeks of hire.
- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within 3 months of hire.
- Must pass Arizona DPS Fingerprint Clearance (Class I & II) within 3 months of hire.
- Must pass and submit to periodic/random drug testing.

Working Conditions:

- Exposure to communicable diseases, including COVID-19, and potential contact with bloodborne pathogens.
- Work may involve unpredictable environmental conditions and physical requirements, ranging from a climate-controlled office or clinic setting to patient homes or outdoor environments, including extreme temperatures and spaces with limited ventilation.
- Regularly required to stand, walk, and drive in the Tucson urban area.
- Occasionally required to sit; balance; stoop, kneel, or crouch.
- The employee must occasionally lift and/or move up to 30 pounds.

Supervisory Status:

- Non-Supervisory
- Reports to Finance Director

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). The Tucson Indian Center is 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 Tucson Indian Center is an Equal Opportunity Employer.

Additional consideration is also given to Internal candidates and honorably discharged and protected veterans.