



**RESOLUTION OF THE
WHITE MOUNTAIN APACHE TRIBE OF THE
FORT APACHE INDIAN RESERVATION**

**(Approving the Advertisement and Hiring of an Office Manager/
Accountant for the Tribal Utility Authority)**

- WHEREAS,** pursuant to Article IV, Section 1(a) and 1(s) of the Constitution of the White Mountain Apache Tribe, *inter alia*, the Tribal Council has the authority to represent the Tribe and act in all matters that concern the welfare of the Tribe; and
- WHEREAS,** the White Mountain Apache Tribal Utility Authority [WMATUA] is undergoing a major modernization of its organization, billing and collections procedures; and
- WHEREAS,** the approved use of water meters on the Fort Apache Indian Reservation provides an opportunity for the WMATUA to become a self-sustaining entity if customer billing is done professionally and in an effective and efficient manner; and
- WHEREAS,** the WMATUA has made a significant investment in state-of-the-art utility billing and customer database software which is presently not in use due to a current lack of trained and experienced personnel; and
- WHEREAS,** the Tribal Council, as a condition of receiving the Rural Development grant/loan award for construction of the diversion and treatment plant structure to permit potable water to be diverted from the North Fork of the White River and treated to potable standards for the use of the White Mountain Apache people, authorized by Council Resolution 08-2005-230A, the transition of the WMATUA from a Central Tribe department to a stand-alone, self-sustaining utility entity supported by water meter-based and other revenues; and
- WHEREAS,** the fiscal responsibilities of a stand-alone utility require a highly skilled, experienced accounting professional with management skills that present WMATUA staff do not have, although they may have strengths in other areas involving the daily operations; and
- WHEREAS,** a proposed job description and solicitation for an Office Manager/Accountant who could meet the needs of the WMATUA is attached and referenced herein; and
- WHEREAS,** the WMATUA has set aside in its separate bank account, through collection of commercial meter-based water charges, sufficient funds to pay at least the first quarter of the new Office Manager/Accountant's annual salary, and anticipates that the continued growth of this revenue stream will support the full cost of this proposed position annually.

Resolution No. 01-2011-17

BE IT RESOLVED by the Tribal Council of the White Mountain Apache Tribe that it hereby authorizes the Tribal Personnel Office to advertise the attached job description and solicitation for a WMATUA Office Manager/Accountant.

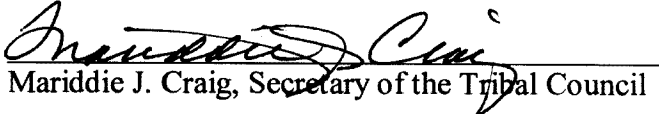
BE IT FURTHER RESOLVED by the Tribal Council of the White Mountain Apache Tribe that a hiring committee consisting of the present WMATUA Field Operations Manager and the WMATUA Water Policy Working Group is hereby authorized to review any and all applications in response to the solicitation referenced herein, and to subsequently notify the Tribal Personnel Department and Tribal Council of their recommendation(s) for suitable candidates for final selection and appointment.

BE IT FURTHER RESOLVED by the Tribal Council of the White Mountain Apache Tribe that in the event that this Resolution conflicts with a prior Resolution or Policy, this Resolution shall govern.

BE IT FURTHER RESOLVED by the Tribal Council of the White Mountain Apache Tribe that the Chairman, or in his absence, the Vice Chairman, is hereby authorized to execute any and all documents necessary to effectuate the intent of this Resolution.

The foregoing resolution was on **JANUARY 20, 2011** duly adopted by a vote of **SEVEN** for and **TWO** against by the Tribal Council of the White Mountain Apache Tribe, pursuant to the authority vested in it by Article IV, Section 1 (a), (f), (h), (i), (q), (r), (s), (t), and (u) of the Constitution of the Tribe, ratified by the Tribe September 30, 1993, and approved by the Secretary of the Interior on November 12, 1993, pursuant to Section 16 of the Act of June 18, 1934 (48 Stat. 984).


Ronnie Lupe, Chairman of the Tribal Council


Mariddie J. Craig, Secretary of the Tribal Council

SOLICITATION

OFFICE MANAGER/ACCOUNTANT

The White Mountain Apache Tribal Utility Authority is seeking one OFFICE MANAGER/ACCOUNTANT for its business headquarters in Whiteriver. Please refer to attached JOB DESCRIPTION for details.

OPENING DATE: FEBRUARY 1, 2011

GENERAL DESCRIPTION:

Maintains and reconciles and provides internal auditing of financial accounts and transactions, including customer billings and receipts. Supervises day-to-day administration of business office and basic customer service, including maintenance of customer database and handling of customer forms.

MINIMUM EDUCATION/EXPERIENCE:

- Bachelor's degree in Accounting or Finance.
- Three (3) years professional experience.

SALARY RANGE:

\$42,000 - \$52,000 depending on qualifications

ADDITIONAL INFORMATION:

- Experience with CASELLE® Utility Billing Software strongly preferred.
- Certified Public Accountant strongly preferred.
- Successful candidate must be capable of being Fidelity bonded for \$25,000 or more.
- Some supervisory responsibilities required.
- Good communication and organizational skills required.

JOB DESCRIPTION

Office Manager/Accountant

Position Description: The Office Manager/Accountant for the White Mountain Apache Tribal Utility Authority (WMATUA) is responsible for all aspects of the Utility's business transactions, including basic customer service, accounts payable and accounts receivable, and financial reporting. The Office Manager/Accountant supervises a staff of 2 to 5 who assist in the daily operation of the WMATUA business office, and directs the proper recording and filing of all customer-related and other business records. The Office Manager/Accountant is under the supervision of the Utility Director but does not serve as a personal administrative aide to the Director.

Specific Responsibilities Include:

- Work order processing and coordination with field operations staff.
- Maintenance and reconciliation of financial accounts and transactions.
- All customer billing for water and sewer service using CASELLE® utility billing software.
- Routine customer notifications.
- Basic customer service, including signing up new customers for service but excluding customer billing appeals and disputes.
- Payroll and tax reporting for WMATUA personnel.
- Direct supervision of office administrative staff, including a billing clerk who receives and records all customer payments.
- Control of Accounts Payable and Accounts Receivable.

Essential Functions:

- Maintains customer database to reflect current customer status and contact information.
- Develops and ensures timely distribution of customer invoices based on meter data provided by WMATUA field personnel and/or applicable flat-rate basis, in accordance with Tribal Utility Code and WMATUA Plan of Operation.
- Tracks customer payment status and notifies customers of payments and fees due in advance of shut-off, in accordance with Tribal Utility Code and WMATUA Plan of Operation.
- Cooperates with planned and unplanned outside audits of financial records.
- Maintains and reconciles accounts by preparing journal entries, comparing deposits, disbursements, and adjustments to bank statements and reports, researching and resolving problems, attaching documentation to reports, and filing documentation.
- Prepares financial reports and forms by printing out or downloading financial information, entering information into spreadsheets, and other sources, reviewing information, and making corrections as needed.
- Processes payments by receiving and posting monies to accounts, assigning account numbers, preparing funds for deposit, preparing receipts, and distributing payments to the appropriate parties.

- Disburses funds by entering and preparing checks, attaching documentation, posting disbursements to accounts, preparing journal vouchers, balancing and updating reports, and filing.
- Maintains petty cash accounts, reviews internal controls, identifies errors, and writes new procedures.
- Performs a wide variety of related accounting and administrative tasks such as reviewing service documents for accounting purposes, maintaining ledgers, recording entries, participating in the budget process, assisting in the rate setting process, and interacting with vendors.
- Assists Utility Director with budget development and day-to-day budget operations, tracking, maintenance, and reconciliation.
- Co-signator on all financial distributions.

Required Proficiency In:

- Accounting theory, principles, and practices and their application to various accounting transactions and problems, especially with reference to public accounting.
- MS-EXCEL®.
- Word processing software (eg, MS-WORD®).
- MS-Outlook® or other electronic mail and scheduling software.

Ability to:

- Learn, utilize, and train others to use sophisticated utility billing software (CASELLE®).
- Perform a broad range of supervisory responsibilities over others.
- Communicate orally with other employees and the public in face-to-face, one-on-one settings or by telephone.
- Make arithmetic calculations (add, subtract, multiply, divide, and use percentages and averages) accurately and rapidly.
- Produce clear and accurate documents and reports using proper business English sentence structure, grammar, and punctuation.
- Observe, compare, or monitor data to determine the accuracy of financial records.
- Analyze and evaluate accounting problems and prepare reports and statements pertinent to accounting and related data.
- Work cooperatively with other Tribal employees and the public.
- Remain in a sitting position for long periods of time.
- Enter data or information into a terminal, PC, or other keyboard device to utilize word processing, spreadsheet, or billing software.
- Travel out of state for professional development training.

MINIMUM EXPERIENCE AND TRAINING:

- Bachelor's degree in accounting or finance.
- Three (3) years of professional experience.

ADDITIONAL INFORMATION:

- Experience using CASELLE® utility billing software strongly preferred.
- **SUCCESSFUL APPLICANT MUST BE CAPABLE OF BEING FIDELITY BONDED FOR \$25,000.**