



## Position Description

<b>Job Title:</b>	Staff Accountant
<b>Reports To:</b>	Director of Finance
<b>Supervises:</b>	None
<b>Classification:</b>	Salaried
<b>Anticipated Starting Salary:</b>	\$62,000 - \$65,000, S7 Full-time, benefit-eligible

The initial review date for this position will be August 1, 2023. Submissions received after this date **may** be considered at the discretion of the hiring committee.

### **Position Summary**

The Staff Accountant is responsible for maintaining the financial records of the Tribe. This position supports the Director of Finance on all financial activities including reconciling account balances and bank statements, maintaining general ledger, preparing financial statements and supporting schedules.

### **Responsibilities may include, but are not limited to:**

- Perform account analysis and reconciliations, including bank statements and intercompany general ledger accounts
- Prepare monthly balance sheets, income statements, expenditure reports as well as Tribe-wide financial and budget reports
- Maintain and communicate the general ledger chart of accounts to departments.
- Post monthly, quarterly, and yearly accruals
- Reconcile cash disbursement accounts, payroll, customer accounts, and other financial accounts
- Provide outside auditors with assistance; gathers necessary account information and documents to perform annual audit
- Maintain required records, reports, and files in an organized manner
- Apply federal, state, and Tribal laws, regulations, policies, and procedures to financial transactions
- Use mathematics to solve problems, verify accuracy of figures, postings of transactions, and reconciliation of entries
- Assist the Director of Finance with the Tribe's Fixed Asset Listing as necessary
- Maintain knowledge of generally acceptable accounting practices and procedures
- Protect organization's value by keeping information confidential
- Other duties as assigned by Director of Finance

### **Minimum Qualifications**

These entry qualifications would normally be obtained through a bachelor's degree program (or its equivalent) in Accounting, Finance, or a related field combined with three years of related work experience:

- Strong customer service skills
- Excellent organizational skills and attention to detail
- Demonstrated ability to make arithmetic calculations with speed and accuracy
- Understanding of and ability to adhere to generally accepted accounting principles
- Proficiency with Microsoft Outlook, Word, and Excel specifically, V-lookups and pivot tables
- Ability to critically analyze and creatively solve problems
- Ability to interpret policy directives, changes, and program compliance
- Ability to collect data and prepare written reports based on given information
- Strong communication and facilitation skills with all levels of an organization
- Knowledge of and skill in standard office procedures and practices
- Demonstrated ability to work individually and as part of a team in a diverse work place with people of varying cultures and backgrounds
- Ability to quickly learn new office support technology systems and financial software packages

### **Preferred Qualifications**

- Five years' previous accounting experience
- Experience working with federal or grant funding
- Experience with MIP Abila or similar software
- Experience with Google Docs, Sheets, Forms, or Drive
- Experience working with Native American communities

### **Additional information**

- This work involves long periods of sitting and may include walking, bending, crouching, stooping, stretching, reaching, or similar activities, and lifting of moderately heavy items, up to 20 lbs.
- Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25 U.S. Code § 472 and 473). Applicants claiming Indian preference must submit verification by Tribe of affiliation or other acceptable documentation of Indian heritage.
- Must be eligible for coverage under the Tribe's vehicle insurance policy.
- Must be willing to travel locally, regionally, statewide and/or out-of-state, as necessary.
- All offers of employment are contingent upon:
  - successful completion of background check with adjudication;
  - successful reference check.

*Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The Mechoopda Tribe of Chico Rancheria reserves the right to revise this job description at any time. The job description is not to be construed as a contract for employment.*