

SAUK-SUIATTLE INDIAN TRIBE | JOB DESCRIPTION

JOB TITLE: STAFF ACCOUNTANT
DEPARTMENT: FINANCE
SUPERVISOR: FINANCE DIRECTOR
STATUS: EXEMPT/SALARIED

Summary

The Staff Accountant directs and coordinates the daily activities of the accounting staff to record the revenues, expenditures, assets, and liabilities of the Tribe quickly and accurately.

Essential Duties and Responsibilities

- Oversee daily accounting activities required to maintain the Tribe's general ledger.
- Maintains organized departmental records and files to document financial transactions.
- Conducts monthly account reconciliations and back reconciliations as directed.
- Reviews general ledger on a monthly basis to ensure accuracy of posting.
- Assists with monthly, quarterly, and annual closing activities.
- Assists in production of ad hoc reports as needed or directed.
- Assist with all audits.
- Other duties as assigned.

Education and Experience

- Bachelor's Degree in Accounting or Business and 2 years' of general ledger experience or equivalent combination of education and experience.
- Ability to work independently with little supervision.
- Experience preparing bank reconciliation, recording cash receipts, expenses and managing depreciation entries.
- Strong organizational skills and the ability to maintain detailed records.
- Good written and verbal communication skills.

Mathematical skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages.

Computer Skills

To perform this job successfully, an individual should have knowledge of MIP or other accounting software, Payroll systems, and Word Processing software.

Certificates, Licenses, Registrations

- Current Washington State driver's license
- First Aid/CPR certification

Physical Demands/Work Environment

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to sit; stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch; talk or hear. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

Culturally Sensitive

All employees must be culturally sensitive to the customs, traditions, practices, and sovereign status of the Sauk-Suiattle Indian Tribe.

Drug Free Workplace

Sauk-Suiattle Indian Tribe is a drug-free workplace. All employees are subject to a pre-employment drug screen.

Background Check

All employees must be able to pass a background check per Sauk-Suiattle Indian Tribe's Background Check Policy.

This job description does not constitute an employment agreement between SSIT and the employee and is subject to change by SSIT as the needs of the tribe and the requirements of the job change.

NATIVE AMERICAN AND VETERAN PREFERENCE APPLIES.