



Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

VACANCY ANNOUNCEMENT

POSITION TITLE: ACCOUNTANT/FISCAL ANALYST

SUPERVISOR: CFO

OPEN: UNTIL FILLED

SALARY: \$70,000-\$90,000 DOQ 1 FTE

REPRESENTATIVE DUTIES INCLUDE: This lead position within the Accounting Department is actively involved in accounting functions including accounts payable, payroll, and accounts receivable, as well as budgeting and audit functions. Assists with the annual budget development process and the execution and ongoing monitoring of the budgets; assists with monthly and year-end closing processes and the preparation of monthly and annual financial statements and reports. Performs accounting activities and reporting in accordance with generally accepted accounting principles (GAAP) and other federal rules and regulations. Supervises, maintains and reconciles general ledger accounts, bank statements and prepares financial reports for various program staff.

MINIMUM QUALIFICATIONS:

1. BA/BS in Accounting, Finance or Business from a four-year accredited college or university.
2. Four (4) years previous accounting and financial analysis experience.
3. Strong communication, organizational and collaborative skills in an active and fast-paced office environment.
4. Governmental accounting and a strong background in EXCEL.
5. Experience with Abila MIP Fund Accounting software is preferred.
6. Candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.
7. Candidate must have an understanding of and sensitivity to the particular problems faced by the Native American community.
8. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment
9. Must receive or be willing to receive the COVID-19 vaccination, including booster shot(s) by the date of hire to be considered. Proof of vaccination is required

Behavioral Standards: Respectful, courteous, and friendly to customers, other tribal employees, and tribal leaders. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effective communications with customers and other tribal employees. Gets along with co-workers and managers. Positively represents the tribe maintaining the trust Skokomish residents have place in each of us. Demonstrates honesty and ethical behavior.

This position is at will and does not create a contractual relationship between the tribe and the employee.

MUST RECEIVE APPLICATIONS: Open Until Filled. The Skokomish Tribe's Policies and Procedures apply to this position, including Indian Preference, Confidentiality and Drug-Free Workplace. Contact the Personnel Office for a full job description and information on this position or the Skokomish Indian Tribe's policies.

Reviewed and approved

CEO Initial: ____ Date: _____

4/21/2022