



Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

JOB DESCRIPTION

POSITION TITLE: ACCOUNTANT/FISCAL ANALYST

SUPERVISOR: CFO

SALARY \$70,000 - \$90,000 DOQ

NATURE OF WORK: 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.

REPRESENTATIVE JOB DUTIES:

1. Supervises, maintains and reconciles general ledger accounts, bank statements and prepares financial reports for various program staff.
2. Assists in the budgetary process, maintains budgetary information and provides assistance to departments in monitoring program budgets and activities. Interact with department staff and provide fiscal information and assistance.
3. Enters the approved budgets in the Budget Module of the Fund Accounting system.
4. Assist and support the Grants and Contracts Specialist with financial reporting and the preparation of SF 425s.
5. Prepares and reviews financial statements for programs and supporting information with the Grants/Contracts Specialist and other program managers to include budgeting, receipt of revenue, expenditure of funds and conservation of assets.
6. Assist in the preparation of the monthly grants and contracts receivable and deferred revenue schedule.
7. Prepares reports and schedules to be used in preparation of audited financial statements.
8. Maintain fixed assets and infrastructure accounting and inventory records.
9. Monitor accounts payable, accounts receivable and payroll systems and related procedures.
10. Review accounting functions and internal practices of departments.
11. Other duties as assigned.

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. Must be able to work in a team environment.
8. Strong organizational, communication and interpersonal skills preferred.
9. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.
10. 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

Behavior 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.

CONFIDENTIALITY: The employee will be required to sign a confidentiality agreement. Violation of this agreement can result in immediate dismissal.

DRUG-FREE WORKPLACE POLICY: The Skokomish Tribe is committed to providing a drug-free workplace for its employees, volunteers and the community it serves. By Skokomish Tribal policy, this position requires pre-employment drug testing.

PREFERENCE: The Skokomish Tribe's Indian Preference Policy applies to this position. First preference will be given to qualified, enrolled Skokomish tribal members. Second preference will be given to qualified Native American applicants who provide proof of enrollment in a federally recognized tribe. Applicants not entitled to, or who fail to claim Indian Preference, will receive consideration without regard to ethnic/national origin, marital status, sexual orientation, religion, disability status, or membership in the tribal organization.

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

APPLICATION INSTRUCTIONS

Application must be filled in completely (Do not write see resume). APPLICATIONS THAT ARE NOT COMPLETELY FILLED OUT and TURNED IN BEFORE CLOSING DATE WILL NOT BE CONSIDERED

NOTE: Resumes and Cover Letters are only accepted in support of the application

JOB DESCRIPTION APPROVAL:

CEO: _____ Date: _____

Employee: _____ Date: _____