

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Accountant

EXEMPT: Yes

TARGET SALARY: \$ 14.07 to \$16.55/DOQ

PROGRAM: Administrative Services

REPORTS TO: Administrative Services Manager

JOB CODE: 4-TS T-6

SHIFT: M-F 8:00 to 5:00

LOCATION: 161 Resort Dr.

SUMMARY: This position provides accounting services to the Tribal Clinic, Headstart and the new market tax credit projects, including but not limited to accounts payable and cash receipts. The role is a senior accounting clerical position that performs its responsibilities independently, but within well-defined policies and procedures. This position specifically must ensure that all transactions are properly coded and entered into the accounting system correctly and within established timeframes.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Perform accounts payable, cash receipt and general ledger functions within established accounting procedures; input all transactions into accounting system; and maintain transaction files to provide an adequate audit trail.

Ensure recorded transactions are allowable according to Tribal regulations and ensure such transactions are properly coded and correctly entered into the accounting system within established timeframes.

Assure the effective utilization of tribal finances by recommending and implementing sound financial policies, inventories, and financial reporting under the supervision of the Administrative Services Manager.

Maintain accounting systems to accurately tract all financial activities; within accepted accounting rules; assure audit trails are maintained for all financial transactions; receive audit criticism and take corrective action as required.

Maintain accurate and organized files, which must include documentation of each transaction within all accounting function and follow the Administrative Services retention schedule.

Maintains and analyses the General Ledger. Develop and submit timely financial statements, account summaries, activity summaries, variances and exception reports as requested and make recommendations resulting from these analyses.

EDUCATION and/or EXPERIENCE

Associate's degree (A. A.) or equivalent from two-year College or technical school; or one year related experience and/or training; or equivalent combination of education and experience.

Must have a minimum of one years experience with knowledge of fund accounting and G/L experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have a valid Washington state Drivers license and insurable. May be required to drive a Tribal GSA vehicle to perform job duties. If so, a driving history/background check will be conducted on the applicant.

The incumbent must be bondable and undergo a successful background check.

OTHER SKILLS AND ABILITIES

Must have a thorough understanding of the accounts payable, accounts receivable, payroll, cash receipts, purchasing and general ledger.

Ability to maintain confidentiality of records and information pertinent to the nature of work and comply with HIPA requirements.

Must have a thorough understanding of business, housing and clinical operations.

Ability to identify and research discrepancies when reconciling account balances.

Ability to prepare and interpret financial reports and statements.

Ability to establish and maintain effective working relationships with housing, clinic and tribal staff, Makah Tribal Council, and outside agencies.

Must have a working competence in computer applications and ability to use major computer software, Word, Excel, and MIPS.

Must submit to and clear a pre-employment alcohol and drug test.

PHYSICAL DEMANDS

The employee must occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate.

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice.

Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

**Makah Tribal Council
Human Resources**

P.O. Box 115

71 Makah Bay Drive

Neah Bay, WA 98357

Fax: (360) 645-3123

E-mail: Tabitha.herda@makah.com

OPEN: April 10, 2017

CLOSE: April 21, 2017

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.