



Accountant

COWLITZ INDIAN TRIBE DEPARTMENT OF HUMAN RESOURCES JOB ANNOUNCEMENT

POSITION DESCRIPTION

Title: **Accountant**

Schedule: **Monday through Friday**

Location: **Toledo, WA**

Opening Date: **July 29, 2013**

Classification: **Full Time**

Hours: **8 am to 5 pm**

Salary Range: **\$28.00 to \$36.00 per hour DOQ**

Closing Date: **August 5, 2013 or until filled**

Position Summary: The Accountant ensures that all the daily activities of the accounting department are complete and accurate (i) provides financial information to management by recording, researching, and analyzing accounting data and preparing reports, (ii) produces, audits, maintains, and distributes complex financial information, (iii) performs all accounting activities, such as; maintenance of the general ledger, complex measurement of account values, journal entries, account reconciliation and reporting, (iv) provides assessments of existing and proposed financial plans and policies. .

Essential Functions:

- Manage the daily activities of the accounting department.
 - Prepares asset, liability, and capital account entries by compiling, documenting and analyzing information.
 - Posts, maintains, and regularly audits the general ledger accounts, payroll transactions, accounts payable, and accounts receivable.
 - Prepares, reviews, and regularly audits adjusting journal entries.
 - Prepares payments by verifying documentation and requesting disbursements.
 - Reconciles financial discrepancies by collecting and analyzing account information.
 - Secures financial information by completing data backups.
 - Maintains financial security by complying with internal controls, auditing financial transactions, and identifying any needed policy and procedure changes.
- Apply strong working knowledge of GAAP and related guidance; verify compliance with government and private agencies.
- Research and analyze assigned and overall financial results and related questions for management; investigate and explain variances to expectation.

- Evaluate AICPA and FASB accounting changes and recommend appropriate action to management.
- Understand and maintain assigned account/transaction or process from inception through approval, measurement, recording, reporting and monitoring
- Conduct General Ledger reconciliation and other financial control reviews to ensure compliance with NAHASDA, ICDBG, 24 CFR Part 85, and GAAP.
- Ensure the accuracy and integrity of the financial reporting by auditing entries against financial activity and verifying results are properly reported; correct work as needed or required.
- Provide recommendations for the administration of financial reporting systems.
- Perform other related duties and projects as assigned.
- Consistently maintain a professional demeanor and communicate in a respectful and collaborative manner.
- Follow direction, be engaged and productive and be flexible and adaptable to changing conditions and expectations.
- Maintain punctual, regular, and reliable attendance.
- Demonstrate impeccable core values and comply with all applicable policies and procedures.

Required Knowledge, Skills, and Abilities:

Prefer Bachelor’s degree in Accounting, Finance, or related field. Will accept suitable combination of education and experience.

8 years’ experience in fund/enterprise accounting for HUD low-income housing and community development grants, preparing and auditing financial reports and statistics, addressing financial and systems findings identified in HUD and financial audits.

3 years’ experience in accounting for low-income housing tax credits

3 years’ experience in HDS systems, including integration of HDS with financial systems

6 years’ experience working with NAHASDA and ICDBG statutes, regulations, and guidance

Advanced knowledge of MIP accounting system

Advanced spreadsheet skills, and working knowledge of word processing, e-mail, and financial database applications

Advanced reporting skills.

Advanced knowledge of GAAP and accounting for government grants

Advanced skills in working government officials to address issues and close monitoring findings.

Advanced skills in identifying, researching, and resolving financial system weaknesses and audit findings

Strong skills in business writing and editing; strong communication skills (oral and written); ability to communicate effectively with support peers, end users, and all levels of management.

Strong interpersonal skills; participate in a team environment and build strong working relationships.

Strong ability to provide mentoring and work direction to team members.

Strong project management and time management skills; ability to multi-task and prioritize workload; demonstrated analytical capabilities; effectively identify and resolve problems in high stress situations.

Ability to receive, protect and maintain confidential information.

Deadline-Oriented

Must submit and pass drug screening and criminal background check

The Cowlitz Indian Tribe is an Equal Opportunity Employer, and a Drug & Alcohol-Free workplace.

Except as provided by Title 25 CFR, Section 472 which allows for Indian preference in hiring, the Cowlitz Indian Tribe does not discriminate on the basis of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership or non-membership in an employee organization.

Please mail resume to:
Human Resources Department Cowlitz Indian Tribe
P.O. Box 2547 Longview, WA 98632