

Sauk-Suiattle Indian Tribe Trust Corporation

Job Title: Accountant

Supervisor: General Manager

Status: Permanent full time

Salary: DOE

Summary – The Sauk-Suiattle Indian Tribe Trust Corporation is responsible for the economic development of the Sauk-Suiattle Indian Tribe. The Accountant will be responsible for the up-to-date financial information, timely and accurate analysis and reporting of the financial status, fiscal responsibility in operations through accrual accounting and achievement of the corporate financial objectives.

Essential duties and responsibilities

- 1) Bookkeeping
 - a) Timely recording of bills from suppliers and service providers
 - b) Timely payment of dues and bills
 - c) Timely and daily take up of sale information from the stores
 - d) Timely recording of card receivables, EBT, checks received and local credit settlement
 - e) Timely recording of cash sales and other receipts deposit to bank accounts

- 2) Payroll preparation
 - a) Ensure accurate transcription of timecards into number of hours worked
 - b) Prepare payroll checks using Quickbooks
 - c) Prepare and pay 941, Dept. of L&I and other payroll-related payables
 - d) Produce 1099 and W-2 at yearend

- 3) Bill payments
 - a) Prepare schedule of payables
 - b) Prepare check requisition
 - c) Cut, prepare for signature and mail vendor checks
 - d) File paid bills accordingly

- 4) Bank reconciliation, A/R reconciliation, other account reconciliation
 - a) Prepare monthly bank reconciliation
 - b) Prepare A/R and other account reconciliations twice weekly

- 5) Report generation
 - a) Extract monthly financial statements for the BOD
 - b) Extract periodic account reconciliation of the following accounts
 - i) Undeposited Cash sales
 - ii) Undeposited checks
 - iii) Credit Card Receivable
 - iv) EBT
 - v) Salvation Army

- 6) Bi-weekly, monthly, quarterly and semi-annual, annual tax compliance reporting and payments
 - a) 941
 - b) Dept of L&I
 - c) EAMS
 - d) DOR
 - e) Property taxes
 - f) Town Of Darrington taxes

Others

1. Collect and open mails
2. Take daily backup of Quickbooks
3. Prepare PO for office supplies
4. Coordinate office cleaning, recycling and organization
5. Attend and participate in office meetings
6. Answer and route phone calls, take and route messages
7. Other duties that maybe assigned

Qualifications:

Associate degree in accounting

Fluent in computers, internet, QuickBooks, Excel, Word and Outlook

Able to type 35 WPM

Good communication, analytical and organizational skills

Must be bondable

Certificates, Licenses, Registration
Associate Degree in Accounting

Current WA state driver's license, must have remained consistently valid for the last 12 months

Mathematical, computer and communications skills

To perform this job effectively, the applicant must have the ability to calculate figures and amounts using calculators and computers in order to determine sales, discounts, rates, interests and percentages. The applicant must also be able to prepare charts, make graphs, sales reports, proposals and comparisons, compose letters, read and understand contracts and agreements. The successful applicant must also have knowledge of Internet, spreadsheet, word processor software including Excel and Quickbooks and related specialized software.

Physical demands and work environment

The physical demands and work environment present are representatives of those an employee will encounter in order to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee maybe exposed to outside weather and extreme heat and cold.