

# Sauk-Suiattle Indian Tribe

## Job Description

Job Title: Staff Accountant  
Department: Finance  
Reports To: Chief Financial Officer (CFO)  
Status: Exempt  
Approved By: Ronda Metcalf, General Manager  
Approved Date: 4/09/18

Open: 4/11/18 Closed: 4/25/18 then until filled.

**Summary:** This position provides advanced assistance to the CFO and Accounting Manager in the maintaining accuracy and reconciliation of the balance sheet accounts. This position will also help ensure that all tribal grants and contract files are in order and maintain a master calendar of all grants/contracts key dates to ensure all reports and draws have been completed accurately and timely. This person will also help with the accounting needs for current and future tribal enterprises.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Work with Grants and Contracts to maintain files and key date calendar. Assist when needed to help with reporting requirements.
- Work with Accounting Manager/CFO to reconcile A/R accounts, Cash accounts, and other balance sheet accounts.
- Function as the Payroll coordinator's backup.
- Assist in the accounting need for tribal enterprises.
- Assist the CFO compiling monthly budget reports for department directors.
- Work with accounting staff to update departmental job manuals.
- Assist the protection and tribal assets.
- Data entry as needed.
- Assist with annual Audit

- Other duties as assigned.

### **Education and Experience**

Bachelor's degree (BS) in Business or Accounting, AND at least 2 years' experience with fund accounting and advanced reconciliations; or four to six years related experience and/or training.

### **Mathematical skills**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages.

### **Computer Skills**

To perform this job successfully, the individual should have knowledge of MIP Accounting software; QuickBooks, Payroll systems, and Microsoft Office projects.

### **Certificates, Licenses, Registrations**

Current Washington State driver's license; First Aid/CPR certification. Meet Tribal insurance eligibility requirements for operating Tribal vehicles.

**Physical Demands/Work Environment:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to sit; stand; walk; use hands and fingers to handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch; talk or hear. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision and ability to adjust focus.

**Culturally Sensitive:** All employees must be culturally sensitive to the customs, traditions, practices, and sovereign status of the Sauk-Suiattle Indian Tribe.

**Drug Free Workplace:** Sauk-Suiattle Indian Tribe is a drug-free workplace. All employees are subject to a pre-employment drug screen.

**Background Check:** All employees must be able to pass a background check per Sauk-Suiattle Indian Tribe's Background Check Policy.

*This job description does not constitute an employment agreement between SSIT and the employee, and is subject to change by SSIT as the needs of the tribe and the requirements of the job change.*

NATIVE AMERICAN PREFERENCE APPLIES