



JOB DESCRIPTION

POSITION: Tribal Accountant

DEPARTMENT: Tribal Administration/Finance

LOCATION: Santa Rosa Band of Cahulla Indians Tribal Administration Office

SALARY: Depending on experience and or education, \$17.00 - \$25.00 per hour.

THIS IS A FULL TIME POSITION (40 Hours per week)

POSITION SUMMARY:

The Tribal Account is responsible for managing the day – to – day financial operations for the Santa Rosa Band of Cahulla Indians in accordance with generally accepted accounting principles issued by Financial Accounting Standards Board and other regulatory and advisory organizations and in accordance with financial management techniques and practices appropriate with the industry. The Tribal Accountant shall work with the Tribal Council, Treasurer and Tribal Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position is responsible for:

- Managing the Tribal government's accounting practices.
- Financial planning and advisement.
- Account must maintain financial records, assist in budget planning, advice management.
- Examine and provide financial statements, records and system of control, attest that accounting records conform to established standards and accurately present the Tribes financial condition.

- The accountant makes schedules, sort documents and file bills, calculate post and verify basic financial information used to produce and maintain financial and statistical documents.
- Work with consultants on applications for Grant and work plans.
- Work with the tribe to develop and implement policies as needed.
- Maintain Revenue Sharing Tribal List for quarterly distributions.
- Present request for Tribal Members.
- Must be in compliance with all applicable internal and external policies, laws and regulations.
- Work is to be performed in accordance with the Government Accounting Standards Board (GASB) and Office of Management and Budget (OMB) regulations, laws and policies applicable to Tribal governments.
- Planning, coordinating, and preparing for yearend audits; developing responses to audit recommendations in a timely manner.
- Developing and fostering relationships with government agencies, banking and lending institutions, investment managers, other Tribes, insurers, the financial community by performing the above stated duties.
- The Tribal Account is required to meet with the Tribal Council Bi-Weekly, and the General Membership quarterly to report on financial activity.
- Performing related work pursuant to the duties and responsibilities stated above in conjunction with the philosophy, mission and goals of the Santa Rosa Band of Cahuilla Indians.

SUPERVISORY AUTHORITY: Tribal Administrator, Tribal Council

KNOWLEDGE AND QUALIFICATIONS:

- Position requires a minimum of an A.S .Degree or a minimum of 2 years' experience in Tribal accounting/bookkeeping, accompanied with a High School Diploma.
- Requires independent decision making skills supported by excellent analytical skills and professional judgment.
- Budgeting skills required.
- Must have the ability to direct and supervise multiple projects simultaneously.
- Must have excellent interpersonal skills.
- Must have excellent written and verbal communication skills.
- Must be familiar with accounting, management and office software systems. Familiarity with Micro Office, Excel, and Quick Books.
- Knowledge of Native American culture, Tribal Governmental operations.
- Familiarity with Federal and State appropriation processes so timely recommendations can be made.
- Some knowledge of indirect cost allocations, proposal submission and negotiations with appropriate agency representatives.
- Valid driver's license, minimum of liability insurance. Adequate transportation.

- Position subject to pre-employment drug testing and criminal history background check.

PERSONAL CONTACTS: Contacts on daily basis with Tribal Administration, Tribal Program Administrators / Directors, various governmental agencies and funding sources as needed.

PHYSICAL REQUIREMENTS: Primarily office position that may require bending, lifting and reaching. May need to lift up to 25 pounds.

TRAVEL REQUIREMENTS: Will be required to attend training and meetings locally and nationally.

Native American preference will be observed in the hiring process.