



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Personnel Department

PO Box 279 La Push, WA 98350
(360) 374-4366/4367 Fax (360) 374-4368



JOB TITLE: Accounting Department Manager – Full Time
ORGANIZATION: Tribal Government - Indirect Staff
SUPERVISOR: General Manager
SALARY RANGE: DOQ/E
CLOSES: November 21, 2016 open until filled**

DUTIES AND RESPONSIBILITIES:

The accounting department manager is responsible for managing the accounting department's activities and supervising the accounting department staff. The individual should have an understanding of policies and procedures relating to the activities of an accounting department. These activities include purchasing, accounts payable, payroll, accounts receivable, general ledger reconciliations, and budgeting.

This individual will organize, direct, and control all activities of the Accounting Department. The Accounting Department includes the payroll, accounts payable, travel, general ledger, budget, and grants administration, and property management activities.

This individual is responsible to ensure that all activities of the Accounting Department are performed in an accurate and timely manner, and that the accounting records are reconciled timely. This individual is also responsible for maintaining internal controls to protect Tribal assets.

This individual will assist the Tribal Council, General Manager, and Department Directors in planning and decision making relating to financial matters.

SPECIFIC DUTIES:

1. Annually review and update the Tribe's accounting policies and procedures which includes becoming familiar with the purchasing, accounts payable, and payroll systems to a sufficient level to implement internal control improvements;
2. Develop unrestricted cash flow projections and assist the Council in developing unrestricted budgets;
3. Develop a training program for each employee and ensure sufficient cross training for all key accounting positions is performed;

4. Coordinates, delegates, and monitors all accounting employees for timely and accurate completion of all accounting information and reports;
5. Coordinates performance appraisals of all accounting employees as well as progressive discipline procedures assuring consistent and fair administration;
6. Review and evaluate insurance contracts, leases, loans, and retirement plan administration;
7. Responsible for contract administration. This includes approval for all contract payments for compliance with contract terms and ensuring that B&O taxes are collected;
8. Accounting department liaison with the Tribal Council, General Manager, and program managers;
9. Manage the accounting department's information technology system. This includes ensuring that all hardware, software, and backup systems are adequate;
10. Responsible for coordinating yearly audits, preparation of the indirect cost rate proposal for review and approval of Tribal Council;
11. Works closely with the Grants and Contracting Officer to manage cash flow;
12. Reviews all financial reports provided the third parties, including grant reports, grant applications, loan agreements and covenants, and lease agreements;
13. Must give an oral/written report to General Council annually and a written report to Tribal Council when requested;
14. Bank account administration;
15. Maintain a records management system, hard copy and electronic;
16. Ensure compliance with the Tribe's budget process;
17. Other duties as assigned.

QUALIFICATIONS:

Bachelor's degree in business administration OR Associates degree in accounting or business management supplemented with four years of accounting, finance, office management experience, or six years of accounting, finance, management experience;

Excel, Word, email and accounting software experience is required;

Requires the ability to communicate clearly and effectively in writing and orally.

Must pass a criminal background check and abide by Personnel Policies and Drug and Alcohol policies.

SPECIAL REQUIREMENTS:

The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

****Priority consideration date: November 21, 2016 thereafter 2 weeks**

Interested persons send job application to the following address:

Quileute Tribal Council
C/O Personnel Department
P.O. Box 279
La Push, WA 98350

Visit our website at www.quileutenation.org for a job application/description

Except as provided by the Indian Preference Act (TIL 25), U.S. Code Sections 472 and 473), there will be no discrimination in selection because of race, color, age, sex, national origin, physical handicap, marital status, politics, membership or non-membership in a employee organization. If the applicants have equal qualification; preference will be given to a Quileute Indian applicant and other preference to Native American and Alaska Native.