



# Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •



**Human Resources Department**  
P.O. Box 279 • La Push, WA • 98350  
(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368

# Quileute Tribe Job Description

## Senior Accountant

**HOW TO APPLY:** Send Application Package to the address listed below.

Applications can be downloaded at [www.quileutenation.org/job-openings/](http://www.quileutenation.org/job-openings/)

**The Quileute Tribe**  
**Human Resources Department**  
**P.O. Box 279**  
**La Push, Washington 98350**

Or via email: [hr@quileutenation.org](mailto:hr@quileutenation.org)

**Ensure your Application contains:**

1. Quileute Tribal Application
2. Cover Letter
3. Resume
4. Credentials
5. Tribal Enrollment Verification
6. Diploma(s): High School, College
7. Certification(s) (if any)
8. Unofficial Transcripts (if no diploma)
9. Driver's License

**NOTE:** *Incomplete applications will not be considered.*

Position: **SENIOR ACCOUNTANT**  
Supervisor: Accounting Manager  
Location: Administration Building  
Work Info: 40Hrs/Wk; 8am – 4pm; M-F  
Salary: DOQ/E  
Closes: (09/28/2020 – Until Filled)

### **RESPONSIBILITIES:**

The Senior Accountant is responsible for assisting in maintaining the Quileute Tribes accounting systems while working with the Accounting Manager to ensure that policies and procedures are implemented and complied with. The individual must have a working knowledge of fund and grant accounting. Responsibilities will include reconciling accounts; report preparation; identifying, analyzing and correcting errors; and providing backup for key accounting positions. The Senior Accountant must be able to perform a variety of accounting tasks with minimal oversight and supervision, work on multiple projects simultaneously, be detail orientated, and meet deadlines.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:**

- Analyze and reconcile balance sheet and revenue and expense accounts.
- Assist in monthly closing of financial books and audits.
- Maintain fixed assets records including depreciation calculations; tagging and identification; and conducting periodic physical inventory.
- Prepare and Post month end adjusting and year end journal entries.
- Accurate and timely preparation and filing of tax reports and payments.
- Provide competent back up for Payroll, Grants and Contracts, Travel, Purchasing and others as required and approved by the Accounting Manager.
- Monitor and assist as necessary in the periodic account reconciliations of Enterprise accounts.
- Internal audit of account balances.
- Work directly with program managers to resolve reporting issues.
- Other duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR THE POSITION:**

- Demonstrated ability to work well independently and as part of a team environment with proven ability to assist and support in the development of team decisions and program policies.
- Must be able to communicate clearly and effectively in writing and orally.
- Excel, word, email and accounting software is required
- Good public speaking skills for public presentations on behalf of the program and its services.
- Must maintain a high level of professionalism.
- Ability to keep accurate records and reports.
- Knowledge and experience with office skills, record keeping, and proficient in use of computers.
- Must understand and be committed to client confidentiality.
- Must possess or obtain a valid Washington State Driver's License.
- Must successfully pass a Washington State Patrol Identification and Criminal History background check.
- Must be able to work cooperatively and with sensitivity with people from a broad range of backgrounds and experience.

## **EDUCATION / EXPERIENCE REQUIREMENTS:**

- Associate degree in Accounting, or high school diploma/GED with 3 years of Tribal accounting experience.
- 4 years of experience in Accounting.

## **GENERAL INFORMATION**

Special Requirements: Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, Drug and Alcohol test and reference check.

The statements contained herein reflect the 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.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

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