



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department

P.O. Box 279 • La Push, WA • 98350

(360) 374-4367 | 4366 | 2175 | 6561 • Fax (360) 374-4368



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/

Via email: hr@quileutenation.org

-OR-

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

Ensure your Application contains:

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED, If Applicable**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

NOTE: Incomplete applications will not be considered.

Position: **Senior Accountant**
Supervisor: Accounting Manager
Location: Accounting Department
Work Info: Full Time: 40 Hrs./Week (M-F)
Salary: \$62,400 - \$70,000

POSITION SUMMARY:

The Senior Accountant is responsible for assisting in maintaining the Quileute Tribes financial records in conjunction with the Accounting Manager. 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 month end adjusting and year end journal entries
- Assist with accurate and timely preparation and filing of tax reports and payments
- Provide competent back up for Payroll, Purchasing, Accounts Payable, Accounts Receivable and others as required and approved by the Accounting Manager
- Conduct internal audit of account balances
- Prepare and complete bank and credit card reconciliations
- Assist with reclassifications of entries as needed
- Assist with financial audits as needed
- Other duties as assigned

SKILLS, KNOWLEDGE, AND ABILITIES:

- Knowledge of fund accounting principles, general ledgers, and charts of accounts
- 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
- Excel, word, email, and accounting software is required. (MIP & Microix preferred)
- Must maintain a high level of professionalism
- Knowledge and experience with office skills, record keeping, and proficient in use of computers
- Must understand and be committed to client confidentiality

WORK ENVIRONMENT:

- Office setting

PHYSICAL DEMANDS:

- Prolonged periods of sitting at a computer

SUPERVISORY RESPONSIBILITY:

- N/A

QUALIFICATIONS:

Required Qualifications:

- Associate degree in Accounting
- Must have fund accounting and general ledger experience
- 4 years of experience in Accounting

Preferred Qualifications:

- Bachelor's degree in Accounting
- Experience with MIP and Microix software
- 3 years of Tribal Accounting experience

GENERAL INFORMATION:

The statements contained herein reflect the general details as necessary to describe the principal 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.

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 screening and reference check.

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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