



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: Staff Accountant (FT - Regular – 2 - Finance Department)

Pay Grade: E4 **Status:** Exempt; Bi-Weekly pay **Background Check:** Extensive
Hiring Range: \$46,714 - \$60,526 – **Commensurate with Verified Qualifications**

Indian Preference applies in accordance with Ordinance #15-600-02

Summary: Under general supervision, the position is responsible for the preparation, reconciliation, and analysis of complex government financial statements through the application of generally accepted accounting principles. Responsible for maintaining accounting records. Works closely with staff from a wide variety of departments.

Employment Qualifications- Minimum Necessary Qualifications:

- Bachelor's Degree in Accounting or Finance and work experience of two (2) – three (3) years in Accounting.
- A thorough understanding of the principles and practices of governmental fund accounting.
- Technical skills of an intermediate to advanced user of MS Office software, computers, and office equipment.
- Experience in automated accounting systems and applicable software applications.

Duties and Responsibilities:

1. Reconciles and maintains comprehensive records of, provides primary research on issues related to, and is responsible for month end close for all general ledger balance sheet accounts while maintaining a high degree of attention to detail.
2. Processes cash receipts, prepares and deposits cash receipts.
3. Prepares reconciliations for all tribal bank accounts.
4. Prepares, enters, and posts journal entries.
5. Review invoices entered into Accounts Payable software for bi-weekly check run.
6. Prepare and transmit positive pay for bi-weekly accounts payable check runs.
7. Prepare activity records of capital assets for monthly, quarterly, and annual reporting and status review by maintaining accurate acquisition, disposition, and depreciation in the fixed asset accounting software. Reconcile fixed asset software to general ledger software.
8. Ensures compliance with current regulations and directives pertaining to financial inventory, accounting, and disposition of assets.
9. Assist in preparation of monthly general ledger analysis.
10. Assist Controller in compiling monthly financial reports for Ogema, Tribal Council, and Tribal Citizens.
11. Assist in preparation of work papers for annual audit.
12. Prepares annual Indirect Cost Proposal.
13. Annual preparation and reporting of 1099 information related to Per Capita and vendor payments.
14. Responsible for project accounting by meeting with Construction Task Force, verifying contracts and invoices, and submitting requests for payments; maintains construction-in-progress.
15. Assigns, tracks, and maintains records for all vehicles utilized by the Tribe including assignment of license plates and gas cards, and coding and payment of monthly fuel invoice.
16. Assists accounting software end-users in their individual modules by answering questions and problem solving.

17. Interacts and participates with Accounting Department staff and other departments to assist with special projects as required.
18. Maintains confidentiality in all aspects of work and complies with all applicable tribal, federal, or state laws and procedures.
19. All other duties as assigned by supervisor.

Other Skills and Abilities:

During the course of employment, the employee will consistently utilize and demonstrate strong verbal and written communication skills, strong organizational and project management skills, strong interpersonal and teamwork skills, a heightened attention to detail and accuracy, the ability to work cooperatively with other departments, and a commitment to confidentiality.

Supervisory Responsibilities:

None.

Physical Demands:

Sitting for long periods of time, frequent walking, and occasional reaching, bending, kneeling, or stretching is to be expected. The nature of the work also involves manual dexterity to operate office equipment and while keyboarding. An employee will need normal or corrected to normal range of sight and hearing and will carry work related materials up to twenty-five (25) pounds.

Working Environment:

Work is performed in a climate-controlled office environment. The employee's work schedule may periodically need to be flexible and adjusted according to business need. The employee must be able to effectively handle stressful and compromising situations while remaining focused and professional, as well as be able to deal with difficult people without losing perspective. Occasional overnight or local travel will be necessary to attend meetings or trainings.

Obtain an application form (fillable online) on the Tribe's website www.lrboi-nsn.gov (under "Employment" heading) or a copy of the position description by contacting Human Resources at:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660

Phone: (231) 398-6859; Email: apply@lrboi-nsn.gov ATTN: HR

To apply: Please submit completed application, and a copy of Tribal ID Front/back (if applicable); to:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660

Fax: (231) 331-1233; Email: apply@lrboi-nsn.gov .

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes superior performance in the selection process, including but not limited to all of the following; any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy, and successfully completing a ninety (90) day introductory period.

Posted 10/31/2024

Removal: Until Filled