

**YUOK TRIBE-JOB DESCRIPTION
ACCOUNTANT**

Job Title:	ACCOUNTANT	Job Grade	8/9/10
Department	Fiscal / Casino	Location	Klamath
Reports To:	Finance Director	FLSA Status	Exempt
ALL HIRING IS SUBJECT TO THE YUOK TRIBE'S HIRING PREFERENCE			
Salary Range	\$45,576 – 72,068		

POSITION SUMMARY:

Under the general direction of Finance Director, this position will coordinate and perform professional and technical responsibilities related to the tribe's financial operations; assist in maintaining control over fiscal information system by monitoring and analyzing financial records, recommending accounting procedures and controls, preparing and interpreting monthly and annual financial reports and assuring that the Tribe and the Tribe's component units are complying with Tribal, State and Federal policies, procedures and regulations, as well as Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB) pronouncements. Review work of Bookkeepers and provide training and technical assistance to Bookkeepers and Fiscal Support Staff.

DUTIES AND RESPONSIBILITIES:

1. Accurately and thoroughly maintain financial statements, general ledger and other financial records as required for the Tribe and the Tribe's component units.
2. Understand, interpret and apply complex regulations or procedures.
3. Effectively use accounting systems to store and retrieve data.
4. Clearly communicate orally and in writing with all levels of departmental staff and other Tribal departments and component units.
5. Provide accurate information.
6. Elicit cooperative working relationships
7. Reconcile Independent auditors adjusting entries to Tribal accounting entries, resolve any differences.
8. Prepare financial statements and reports.
9. Apply Tribal, Federal, State and Local laws, ordinances and regulations to accounting and auditing work.
10. Make sound decisions and recommendations consistent with essential functions.
11. Work independently.
12. Prepare bank reconciliations monthly and compare to general ledger. Investigates and resolve differences.
13. Provides oversight and training as necessary on an ongoing basis.
14. Provides fiscal oversight of Tribal component units, and assist with inventory as directed.
15. Assist with developing fiscal policies and procedures.
16. Must maintain confidentiality at all times.
17. Performs other duties as assigned.

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SUPERVISORY RESPONSIBILITIES:

In absence of Finance Director and Assistant Finance Director assumes Supervisory and signatory responsibility for the Fiscal Department.

MINIMUM QUALIFICATIONS:

1. Knowledge of generally accepted accounting principles (GAAP).
2. Must pass Yurok Tribe accounting test with acceptable results.
3. Knowledge of techniques and practices of governmental accounting and government accounting standards board (GASB) pronouncements.
4. Knowledge of auditing and fiscal management, accounting systems and data processing, financial administration, budgeting and reporting.
5. Ability to communicate effectively with staff and the public, using tact and discretion, and responding to questions, comments and complaints from staff and citizens in a professional manner.
6. Ability to compose correspondence and other related materials while effectively employing principles of good correspondence.
7. Ability to perform complex mathematical calculations with error free accuracy.
8. Ability to develop computer spreadsheets using complex formulas and a variety of financial and other mathematical functions. Must pass Excel test with acceptable results..
9. Able to work within established guidelines with little direct supervision.
10. Ability to understand and interpret legal documents and federal, state and local regulations.
11. Ability to establish, implement and maintain documentation procedures.
12. Ability to operate ten-key adding machine.

EDUCATION/EXPERIENCE:

A Bachelor Degree in Business with accounting emphasis or business college equivalent in accounting with emphasis on governmental accounting and one (1) to five (5) years progressively responsible experience in accounting.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol Free Work Place Policy including pre-employment screening.
2. All applicants will acknowledge and follow all Yurok Tribe Personnel and other Policies and procedures.
3. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
4. Valid state issued driver's license and/or the ability to obtain a California or Oregon driver's license. Must be insurable on the Tribe's insurance policy.

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- 5. **LANGUAGE SKILLS:** Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

- 6. **REASONING ABILITY:** Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.

- 7. **PHYSICAL DEMANDS:** While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee may occasionally lift and/or move up to 50 pounds.

- 8. **VISION REQUIREMENTS:**
 - Close vision (clear vision at 20 inches or less).
 - Color vision (ability to identify and distinguish colors).
 - Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
 - Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, _____, (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

Employee Signature

Date

Employee #

Supervisor Signature

Date