

Shoshone-Paiute Tribes, P.O. Box 219, Owyhee, Nevada 89832
PH: (208) 759-3100, Fax: (888) 476-7269, Website: www.shopaitribes.org; Email: hr@shopai.org

JOB ANNOUNCEMENT

POSITION: General Ledger Accountant
PROGRAM: Finance
ACCOUNT CODE: 40-8000-0000-20-6000
SUPERVISOR: Chief Finance Officer
SALARY RANGE: Grade 22-26 \$21.72 - \$26.13
CLASSIFICATION: NON-EXEMPT
LOCATION: Owyhee, Nv

OPENS: September 9, 2020

CLOSES: Open Until Filled

SPECIFICATIONS: All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) Please attach all required documentation as specified in the Job Announcement. **Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-135

Special Consideration:

This position is subject to random drug testing and a background check as a condition of employment. This individual has access to and handles financial information as well as sensitive and confidential Tribal data. This individual must maintain the ability to be bonded as a condition of employment. Must be a team player with proven capabilities. Must be willing and capable of being trained to acquire new skills as required by the Tribes in the areas of accounting and accounting software. Must have the ability to exercise independent judgment.

Summary of Functions:

The General Ledger Accountant has specific responsibility for and control over the day-to-day management and integrity of the Tribes' General Ledger and Cash Accounts. This position is responsible to participate in, analyze, track and make recommendations for daily cash needs and investments in order to maximize interest earnings, along with other finance staff and management. Must work closely with the bank to maintain proper documentation for audit files. Arranges for/and oversees posting of daily cash received. Produces reports for administration and directors as needed. The General Ledger Accountant prepares and posts General Ledger Journal Entries as well as Budget Journal Entries upon approval. The General Ledger Accountant is expected to have a good understanding of accounting practices, as well as knowledge of the Tribes' Accounting Software Packages.

Specific Duties:

1. Coordinate and manage workflow, review work and work with accounting staff as well as Program staff to assist with problem resolution on General Ledger Journal Reporting and Cash activity.
2. Initiate, monitor and coordinate with Finance Staff to oversee, process and post General Journal and Budget Journal entries in order to maintain accuracy and the fiscal integrity of the Tribes' General Ledger accounts.
3. Works closely with financial staff and program directors to make month end entries and review entries to correct posting and coding errors.
4. Reconcile the Tribes monthly bank statements and CD or other investments to the Tribes' General Ledger.
5. Work with Financial Staff and various appropriate departments to identify, track and post electronic entries and NSF charges.
6. Coordinate with other Financial Management Staff to monitor cash flow in order to maximize earnings in interest bearing accounts while ensuring cash flow for day-to-day needs.
7. Analyze and prepare journal entries to post activity from the OCHF Business Office to the General Ledger. Coordinate with OCHF Business Office and other Finance staff in reviewing and making corrections and changes to streamline the activity when necessary.

8. Oversees and maintains orderly and accurate filing of bank and investment activity for audit tracking.
9. Works closely with fiscal management staff and auditors to prepare schedules and other documentation for the Tribes' annual audit.
10. Other related duties as assigned by the Supervisor.

Minimum Qualifications:

1. Bachelor of Science Degree in Accounting, Business or related field and/or experience within Tribal Government Entity, and/or four years actual upper level accounting or management level experience.
2. Personal computer proficiency is essential and working knowledge of Excel.
3. Solid knowledge and understanding of accounting processes and software.
4. Salary range will be determined by qualifications and experience.
5. Possess a valid driver's license and be insurable under the Tribe's insurance carrier.