



# DELAWARE TRIBE OF INDIANS

## JOB DESCRIPTION

<b>Position:</b>	Staff Accountant - CCDF/EHS
<b>Department:</b>	Child Development Department
<b>Employment Status:</b>	Regular
<b>Class:</b>	Full-Time
<b>Location:</b>	Bartlesville, OK

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### GENERAL DESCRIPTION

The Delaware Tribe of Indians is seeking a Staff Accountant for its administrative office. The Staff Accountant performs accounting, bookkeeping, and some administrative duties for the Tribe which includes maintaining fiscal compliance with Child Care and Head Start Performance Standards (45 CFR Part 75) as well as various Federal, State, and tribal grants. The Staff Accountant maintains the financial database, reviews the disbursement of funds, and coordinates all operations in connection with budgeting matters.

### QUALIFICATIONS

- Bachelor Degree in Accounting OR Associates Degree with equal experience required, CPA preferred
- Minimum two years' experience in governmental and tribal accounting required, experience in CCDF/EHS preferred
- Proficiency in 10-key preferred
- Experience in accounting software; MIP Sage Fund Accounting preferred

- Familiarity with OMB super circular, A-87, A-122, and A-133 preferred
- Requires proficiency in Microsoft Office Suite programs
- Requires a high level of personal ethical integrity, attention to detail, communication and problem solving skills
- Requires familiarity with the administration and compliance of grant regulations
- Requires familiarity with the concepts of budget development and compliance with Tribal budgets
- Requires willingness and ability to learn new skills, including but not limited to, travel to conferences and training sessions

### **DUTIES AND RESPONSIBILITIES**

- Oversee/maintain the Child Development budget and general ledger information according to federal and tribal program rules and regulations
- Prepare monthly financial reports for the Tribal Council
- Prepare cash deposits and record cash receipts/federal program draws into the accounting software
- Record interest income earned on cash accounts and certificates of deposits
- Prepare journal entries for bank charges or other fees as appropriate
- Prepare monthly closing entries such as space costs, indirect costs, and accrued revenue
- Perform monthly bank reconciliations and adjusting entries
- Monitor payroll activities for accuracy and reconcile payroll quarterly to the general ledger
- Perform reconciliations of general ledger balance sheet accounts relating to receivables
- Participate and assist with any activities required to produce annual audit
- Communicate with regulatory institutes, such as Head Start, to ensure compliance with all requirements
- Maintain files in agreement with policies and procedures
- Able and willing to work overtime when needed
- Other duties as assigned

### **INDIAN PREFERENCE POLICY:**

In accordance with the Indian Preference Act of 1934, (Title 25, USC, Section 47), Delaware and/or Indian Preference will be observed in hiring.