



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Position: Childcare Accountant

Department: Accounting

Employment Status: Regular

Class: Full-Time

Location: Bartlesville, OK

Immediate Supervisor: Childcare Director

GENERAL DESCRIPTION:

The Childcare Accountant serves as the primary Fiscal officer for the Early Head Start and the Childcare Programs. This person will primarily be responsible for working with the Accounting, Childcare Director, and the CFO to ensure grant compliance with funding agencies. This person is also responsible for processing incoming and outgoing payments, purchases, assisting Directors with budget completions and modifications when needed as well as any other Fiscal reporting or documentation that is needed to successfully operate within grant compliance. This position will work for the Childcare department on various other tasks as needed to provide a full-time schedule.

QUALIFICATIONS:

CPA required.

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Or bachelor's degree in accounting, business, fiscal management or related field. (HSPS 1302.91) preferred.

Or a combination of proven work history and knowledge of financial processes and procedures and practices.

Experience in Abila/MIP & QuickBooks preferred.

Familiarity of fund accounting preferred

Familiarity with OMB super circular, A-87, A-102, A-122, and A-133 preferred

Requires a high level of personal ethical integrity

Requires a high level of problem solving skills

Requires familiarity with grant writing, administration, and compliance with grant regulations

Requires an individual with a high level of attention to detail

Requires familiarity with the concepts of budget development and compliance with Tribal budgets

Requires willingness and ability to learn new skills, including travel to conferences and training sessions.

Requires proficiency in Microsoft 365 Suite programs

Requires good interpersonal communication and teamwork skills.

Must have own transportation and clean driving record- may be required to drive GSA vehicle or tribal vehicle to meeting or training.

DUTIES AND RESPONSIBILITIES:

Help Prepare Childcare annual budgets.

Complete and process payables

Maintain Fiscal compliance.

Create monthly Fiscal reports

Assist Childcare Director in updating grants applications and budgets.

Attend Head Start Fiscal Training to be familiar with the HSES Systems

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.

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Process Childcare Subsidy payments

Review contract proposals and procurement of all contractual obligations.

Assist in preparation of monthly financials for issuance to the tribal council and trust board

Perform monthly bank reconciliations and adjusting entries

Assist in preparation for the annual audit

Perform reconciliations of general ledger balance sheet accounts relating to receivables

Assist in creation of budgeting of programs

Communicate with regulatory institutions to ensure compliance with reporting requirements

Other duties as assigned by the Accounting/Finance Controller

INDIAN PREFERENCE POLICY:

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