



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Position:	Staff Accountant- Farming
Department:	Accounting
Employment Status:	Regular/Exempt
Class:	Full-Time
Location:	Bartlesville, OK
Immediate Supervisor:	Accounting and Finance Controller

GENERAL DESCRIPTION:

The Farm Staff Accountant is responsible for ensuring accurate accounting records are kept for receipt and/or cash disbursements and will maintain a variety of financial transactions and records; compiling information and preparing reports for the Tribe's Ranch operations and Meat Processing Plant. Candidate should be able to prepare, analyze and disseminate company financial statements (P&L, Balance Sheets, etc.) Candidate shall feel confident in maintaining books of Tribe's Ranch. The candidate shall serve as the point of contact for farm managers and all Ranch related financial inquiries.

QUALIFICATIONS:

Bachelor's Degree in Accounting or a degree in a related field, such as Finance or Business Administration, with 10 years of experience in farm accounting preferred

Certified Public Accountant preferred, but not required

Must be a self-starter, able to prioritize and manage multiple tasks simultaneously

Must demonstrate strong oral and written communication skills

DUTIES AND RESPONSIBILITIES:

Prepare monthly financial reports for the Controller to be presented to Tribal Council.

Reconcile bank statements for managed Ranch operations.

Prepare journal entries ensuring that journal entries have proper back up to substantiate the entry.

Manage Accounts Payable for Ranch related payables. Pay invoices and prepare checks to be signed by Chief, Assistant Chief and Treasurer.

Communicate with Ranch Manager and on site Ranch bookkeeper to answer any accounting related questions

Travel to the Ranch in Sedan, KS may be required from time to time

Assist with annual audit and physical inventory count.

Analyze cost accounting data

Set-up, update standard costs of manufactured goods

Ability to confirm and reconcile general ledger account balances, maintain general ledger.

Maintain permanent files on tribal activities as pertains to the Ranch.

Work with department to prepare detailed expense budgets, analyze budget to actual variances and review with Controller.

Calculate depreciation on fixed assets

Other duties as assigned by the Accounting and 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.