



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Approved 10/25/2023

Position: Staff Accountant I

Department: Accounting

Employment Status: Regular

Class: Full-Time

Location: Bartlesville, OK

Immediate Supervisor: Accounting Manager

GENERAL DESCRIPTION:

Applies Generally Accepted Accounting Principles (GAAP) and Statements of Governmental Accounting Standards to review and enter transactions in the financial system and prepares reports for management decision making. The Staff Accountant I serves as support staff for the Accounting Manager

QUALIFICATIONS:

Associates Degree in Accounting required, Bachelor's Degree in Accounting preferred

CPA preferred

Two years experience in accounting with governmental preferred

Proficiency in 10-key preferred

Experience in Abila/MIP & QuickBooks

Familiarity of fund accounting

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

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.

Additional hours will be required as needed during audit and in circumstances when deadlines need to be met.

DUTIES AND RESPONSIBILITIES;

Record cash receipts/federal program draws into the accounting software

Process payables and checks weekly

Enter interfund transfers and reclassification journals to the general ledger

Record interest income earned on cash accounts and certificates of deposits

Record fixed assets to the general ledger and fixed asset module

Prepare journal entries for bank charges or other fees as appropriate

Prepare 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

Review A/P Entries and ensure check run total equals amount of purchase invoice batches

Perform reconciliations of general ledger balance sheet accounts relating to receivables

Reconcile Doorways activities into the general ledger monthly

Assist in creation of budgeting of programs

Communicate with regulatory institutions to ensure compliance with reporting requirements

Other duties as assigned by the Accounting Manager, Controller or CFO

INDIAN PREFERENCE POLICY:

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

NOTE: This Accounting position is currently being hired through 2026 (the end of ARPA) and the sustainability will be re-evaluated at that time.