



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Position: Staff Accountant I

Department: Accounting

Employment Status: Regular

Class: Full-Time

Location: Bartlesville, OK

Immediate Supervisor: Accounting Manager

Date Prepared: 7/28/2023

GENERAL DESCRIPTION:

The Staff Accountant I serves as support staff for the Accounting Manager, Controller, CFO

QUALIFICATIONS:

CPA preferred

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

Two years experience in accounting preferred but not required

Proficiency in 10-key preferred but not required

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.

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 for Chief/Treasurer to sign

Record interest income earned on cash accounts and certificates of deposits

Prepare journal entries for bank charges or other fees as appropriate

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

Import Housing Data System 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 and 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.