



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Position: Staff Accountant I

Department: Accounting

Employment Status: Regular

Class: Full-Time

Location: Bartlesville, OK

Immediate Supervisor: Senior Accountant

Date Prepared: 10/07/2024

GENERAL DESCRIPTION:

The Staff Accountant I serves as support staff for the Senior Accountant

QUALIFICATIONS:

Associate's degree in accounting required

Bachelor's degree in accounting or related field preferred

CPA preferred

Two years experience in accounting preferred but not required

Requires a high level of personal ethical integrity

Requires a high level of problem-solving skills

Requires an individual with a high level of attention to detail

Requires good interpersonal communication and teamwork skills

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

Requires proficiency in Microsoft 365 Suite programs

Familiarity with accounts payable and revenue processes preferred

Familiarity with fund accounting preferred

Experience in Abila/MIP preferred

Proficiency in 10-key preferred

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

Familiarity with grant writing, administration, and compliance with grant regulations preferred

Familiarity with the concepts of budget development and compliance with Tribal budgets preferred

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:

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

Record and process payment of invoices

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 Senior Accountant

INDIAN PREFERENCE POLICY:

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