



# **DELAWARE TRIBE OF INDIANS**

## **JOB DESCRIPTION**

**Position:** Staff Accountant I

**Department:** Accounting

**Employment Status:** Regular

**Class:** Full-Time

**Location:** Bartlesville, OK

**Immediate Supervisor:** Accounting/Finance Controller

**Date Prepared:** 11/21/2022

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### **GENERAL DESCRIPTION:**

The Staff Accountant I serves as support staff for the Accounting/Finance Controller

### **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.

#### **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
- Review contract propels 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
- 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/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.