



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Position: Staff Accountant I

Department: Accounting/Treasury

Employment Status: Regular

Class: Full-Time

Location: Bartlesville, OK

Immediate Supervisor: Chief Financial Officer

Date Prepared: 03/31/2014

GENERAL DESCRIPTION:

The Staff Accountant I serves as support staff for the Chief Financial Officer

QUALIFICATIONS:

Associate's 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 Sage Fund 100 Accounting preferred but not required

Familiarity of fund accounting preferred

Familiarity with OMB super circular, A-87, 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 Office 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 Chief Financial Officer