

# DELAWARE TRIBE

## JOB DESCRIPTION

**Position:** Accounting Department Supervisor

**Department:** Accounting

**Class:** Full-Time

**Location:** Bartlesville, OK

**Immediate Supervisor:** Tribal Manager

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### **GENERAL DESCRIPTION:**

Responsible for all financial reporting for the Delaware Tribe, Delaware Trust, and Housing Program. Responsible for oversight of grants applications and ensuring grant activities are in compliance with applicable requirements. Responsible for budgets and keeping indirect cost rate current. Responsible for ensuring internal controls over Tribe and Trust financial matters are in place and functioning effectively.

### **QUALIFICATIONS:**

Requires four (4) year accounting degree, to include governmental accounting credits. CPA a plus but not required.

Requires a high level of personal integrity.

Requires familiarity with grant regulations, particularly allowable cost principals.

Requires familiarity with the concept of indirect cost, willing to learn to prepare indirect cost proposals.

Requires familiarity with the concepts of internal controls.

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

Requires ability to use MS Word, MS Excel, and fund accounting software. Familiarity with MIP a plus, must be willing to learn if not familiar.

Requires good interpersonal communication skills.

Must have own transportation and clean driving record; may be required to drive GSA vehicle or tribal vehicle to meetings or training.

**DUTIES AND RESPONSIBILITIES:**

Prepare monthly financial reports for the Tribal Council, Trust Board, and Housing Program.

Be able to answer finance-related questions for Tribal Council and Trust Board members.

Prepare annual budgets for Tribe, Trust, Housing Program and Grants; monitor all programs for comparison of budget to actual activity.

Prepare monthly closing adjusting journal entries as needed, including indirect cost.

Determine amount and timing of grant funds drawdowns, assisting tribal accountant in performing draws.

Research grant opportunities for the tribe.

Prepare grant applications and budgets.

Assist with annual fuel tax audit.

Supervise and assist with annual Tribe, Trust and Housing Program external audit, being the main contact person for the auditor. Ensure that audit adjustments, if any, are entered correctly. Assist in the preparation of the Management Discussion and Analysis section of the audit report.

Other duties as assigned/required.