

## POSITION DESCRIPTION

**POSITION:** Enterprise Accountant

**POSTING DATE:** 9-26-16

**LOCATION:** Finance

**CLOSING DATE:** 10-7-16

**SALARY:** 12.82 Negotiable

**PAYGRADE:** 4

**Reports to:** Accounting Supervisor - Enterprises

**GENERAL RESPONSIBILITIES:** The Accountant is responsible for overall maintenance of all assigned accounts, and to see that financial reporting requirements are met for all tribal enterprises. The Accountant works under the direct supervision of the Accounting Supervisor - Enterprises.

**DUTIES:** The Accountant is required to perform the following duties for all assigned accounts. It is required that these duties be performed through the use of a computerized system.

1. Prepare financial reports due by the assigned funding agencies in a timeframe required by Accounting Supervisor - Enterprises. These reports are to be submitted to the Accounting Supervisor – Enterprises for review of accuracy before being submitted for appropriate Tribal Office signature.
2. Review on a current basis all disbursements and receipts.
3. Responsible for accruals and closing entries for assigned enterprises.
4. Responsible for printing of trial balances.
5. Prepare journal entries for approval by the Accounting Supervisor - Enterprises.
6. Responsible for calculating and recording cash clearing entries on a quarterly basis.
7. Must assist in preparing year end work papers for the annual audit.
8. Ensure monthly financial reports are sent to program heads notifying them of the financial status of their departments.
9. Attend quarterly meetings with Accounting Supervisor - Enterprises and Department Managers or Directors to review spending trends.
10. Attend all applicable training and meetings.
11. Must maintain an acceptable departmental record.
12. Must be reliable and prompt when reporting to work.
13. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
14. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
15. May be required to satisfactorily complete an exam or other testing requirement(s) to determine skill proficiency

16. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

### **QUALIFICATIONS:**

1. The applicant is required to meet the following Qualifications.
  - A. An Associates Degree in Accounting or Business, or;
  - B. Proof of at least 4 accounting courses taken, with official transcripts *and* two years practical experience that must have included performing the functions listed in “Duties.”
2. The applicant must be able to pass a test prepared by the Administrator of Finance to prove they have achieved the technical competency required to perform at this level.
3. Experience using Great Plains is preferred.
4. Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology is a must.
5. Must be able to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
6. Must submit to a criminal investigation background check.
7. Must obtain and maintain coverage under the employer’s Employee Dishonesty policy.
8. As all information within the financial department is confidential, a violation of confidentiality will be subject to disciplinary action as outlined in the Personnel Policies and Procedures.
9. Must be willing to attend all applicable training.
10. Must pass pre-employment drug and health screening. Must adhere to the Tribe’s Drug and Alcohol Free Workplace Policy during the course of employment.
11. Must be eligible for coverage under the employer’s liability insurance.
12. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.
13. Must be able to meet physical requirements of position.
14. Must abide by departmental and organizational safety, testing, and uniform guidelines.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT**

1. This position requires a lot of sitting with occasionally stoop, kneel, crouch, and lift and/or move up to twenty-five (25) pounds.
2. Evening and/or weekend is required. Extended hours and irregular shifts may be required.
3. Work environment requires excellent personal hygiene due to working in close proximity to others and in an enclosed area.
4. A Tuberculosis (TB) Screening and/or TB Skin Test may be required.

**SUBMIT APPLICATION TO:**

Human Resource Department  
Stockbridge-Munsee Community  
N 8705 Moh He Con Nuck Road  
P.O. Box 70  
Bowler, WI 54416

**WE ARE A DRUG FREE EMPLOYER.**  
**CANDIDATES MUST PASS DRUG SCREEN**  
**AND REMAIN DRUG FREE.**

**The Stockbridge Munsee Community operates as an equal opportunity employer except Indian Preference is given in accordance with the Tribal Employment Preference Ordinance.**

**Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.**

**Tribal Council Approved:**