



Shinnecock Indian Nation – Staff Accountant* Job Description

(*having extensive knowledge of Accounting and Financial management)

Position ID Number:		Last Revised:	03/17/2023
Position Title:	Staff Accountant	Salary:	\$48,000 - \$55,000
Reports to:	Director of Finance	Department:	Finance

Primary Function: The Staff Accountant is a mid-level position within the Finance Department and plays a lead role in assuring the accuracy of all recorded transactions. The position requires extensive skill and experience in general accounting, fund accounting and accounting for not-for-profits. Areas of operation include cash management, reconciling general ledger accounts, recording accounts receivables, overseeing procurement and banking functions of the department. These specific functions are more fully explained below in the job duties and responsibilities section.

The Staff Accountant shall assist in the continuous operations of:

- Accounting and bookkeeping functions of the finance office.
- Bank Account Reconciliations and cashflow management
- Billing and Revenue collection
- Audit preparation and audit support
- Procurement functions for organization's programs and departments.

Job Duties and Responsibilities:

Overview of the Staff Accountant's Role

The ideal candidate has an integral role in the Finance Department. Must have experience using accounting software such as Sage, Community Brands, Abila/MIP, and QuickBooks. These are highly desired skills for this position. Any combination of experience in Accounting, Public Finance, Fund Accounting, A/R, A/P, Procurement, Banking and Grants management and Fixed Asset management is a plus. Will review coding for accuracy and appropriate assignment to the general ledger accounts. Identify, report, and reconcile account discrepancies. Staff accountant works closely with the Director of Finance.

- The Staff Accountant may process payroll.
- Under limited supervision, Staff Accountant may provide accounting and variance analysis.
- The Staff Accountant may maintain the Notice of federal and state awards.
- The Staff Accountant may upload the award data into the electronic financial system.
- The Staff Accountant may prepare financial reports.
- May monitor the grant cash management systems.
- The Staff Accountant may be responsible for Accounts Receivable and may supervise the Procurement Officer and Accounts Payable functions.
- The Staff Accountant will ensure compliance with Tribal, Federal, and State regulatory standards, policies, and procedures.
- Review and reconcile payroll data prior to transmission for payment.
- Performs other duties as assigned or required.

Other Duties

- Performs any additional functions as delegated by the Director of Finance.
- Participates in consultation workgroups, policy-making initiatives and other committees as warranted and directed by the Director of Finance.

**Education
/Experience:**

A bachelor's degree in accounting, finance, or business administration is required; plus, two years of experience in bookkeeping, governmental accounting, fund accounting or public financial management; or an associate degree in accounting, finance, business administration, or related field plus a minimum of (5) five years of experience in bookkeeping, governmental accounting, fund accounting and public fiscal management. A CPA candidate is preferred.

- Must have knowledge of Generally Accepted Accounting Principles
- A minimum of (2) years of supervisory experience is required.

Job Knowledge:

Must have a thorough knowledge of the policies, procedures, guidelines, and best practices in accounting, especially as applicable and required by a tribal organization. Must be familiar with Governmental Accounting Standards, Generally Accepted Accounting Principles, accounting best practices and the applicability of such standards, principles, and best practices to Indian Tribal Governments. Should be proficient in using a computer, calculator, and related office equipment. Must be able to perform research, produce and interpret financial reports and data analysis. Must have strong organizational skills with the ability to prepare and maintain detailed files, records, logs, and reports. Must be able to communicate effectively and professionally, both orally and in writing. Must be able to work independently and as part of a team.

**Complexity of
Duties:**

Professional judgment is required to read, interpret, and apply policies and procedure and to evaluate financial data accuracy. Must be able to perform complex analysis and fully understand accounting practices and implications of accounting transactions.

**Contact with
Others:**

Requires effective and professional communication and demeanor, with employees, management at all levels, and public customers while remaining professional while providing services to the tribe.

Confidential Data:

Will have access to confidential data and information, including financial information of the Shinnecock Indian Nation, and personal information on public customers, employees, and contracted service providers. All information must be kept in the strictest of confidence. The unauthorized release of data is unacceptable and will result in immediate dismissal.

**Mental /Visual
/Physical Effort:**

Close concentration and attention to detail are required for sustained periods of time. Will be subject to frequent interruptions requiring varying degrees of response. Must be able to perform all functions accurately and timely to meet both internal and external deadlines. Duties will routinely require walking, lifting, sitting, kneeling, reaching, speaking, seeing, and hearing. Must be able to lift light packages up to 10 pounds.

Environment:

Works in a professional office environment with frequent visits to other locations. Out-of-state travel will be required.

**Extent of
Supervision:**

Responsible for ensuring own work product and work product of staff is accurate and timely, free from error, and in accordance with the Financial Accounting Policies & Procedures of the Shinnecock Indian Nation and competent in the attainment of the goals and objectives of the Finance Department.

Scope of Supervision:	Responsible for professional, timely and accurate work product that meets the organization's goals and specifically the finance department. This position will be responsible for the work product and professional performance of the procurement officer and finance assistant.
Supervision Received:	Works under the general guidance of the Finance Director. Has latitude for independent thinking and judgment in the attainment of goals and objectives of the Finance Department. Must be able to perform duties independently and work as part of a team.
Responsibility for Accuracy:	Position deals with exact and precise figures and data. Most errors would be detected within the accounting systems and internal control procedures of the Finance Department. A work product should be free from error and should be of the highest quality and reliability, as the work product will be used to analyze financial standing and performance.