



# Shinnecock Indian Nation

## Job Description

<b>Position Title:</b>	Grants Accountant	<b>Status:</b>	Full time, Exempt
<b>Reports to:</b>	WSP Director & Finance Director	<b>Salary:</b>	Compensation commensurate with experience
<b>Department:</b>	Wuneechanunk Shinnecock Preschool	<b>Deadline:</b>	

**Primary Function:** Responsible for the financial management of externally sponsored programs.

**Job Duties and Responsibilities:**

- Preparation and submission of related financial reports and invoices
- Cash collections
- Expenditure compliance review
- Cost transfers
- Maintenance of accounts receivable
- Program closeout
- May perform other duties deemed appropriate by the Director.

**Education /Experience:** The ideal candidate will possess previous experience with the following:  

- Prior effective experience as an accountant or financial professional
- Bachelor's degree in accounting required
- Prior experience with federal and state grant funding a plus
- Excellent oral and written communication skills
- Strong attention to accuracy and clear understanding of confidentiality is essential
- Experience and/or interest in mentoring and advising staff

**Job Knowledge:** Must have a thorough knowledge and demonstrate the ability to effectively facilitate administrative tasks. Must use effective judgement and maintain confidentiality. Must have a familiarity with cultural values and able to effectively work with a diverse community. Should be proficient in the use of a computer, calculator and related office equipment. Must be able to read, perform research, produce and interpret reports and data. Must have strong organization skills with the ability to prepare and maintain files, documents and records. Must be able to communicate effectively and professionally, both orally and in writing. Must be able to work individually and as part of a team.

**Contact with Others:** Requires effective and professional communication and demeanor at all times, with potential employees, current employees and management at all levels, community members and visitors.

**Confidential Data:** May receive and have access to confidential data and information. All information must be kept in a locked file in secure area and held at 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 sitting for extended periods of time. Must be able to lift light packages up to 10 pounds.

<b>Environment:</b>	Noise level is normally moderate to noisy.
<b>Supervision Received:</b>	Works under the general guidance of the WSP Director. Has latitude for independent thinking and judgment in the attainment of goals and objectives of the Wuneechanunk Shinnecock Preschool. Must be able to perform duties independently and poses the ability to work as part of a team.
<b>Responsibility for Accuracy:</b>	Candidate is expected to practice the highest standard of ethics in the provision of Wuneechanunk Shinnecock Preschool services. Must provide accurate data and reports as required and/or requested. Must follow Tribal policies as required.
<b>Responsibility for Safety /Equipment:</b>	All work shall be completed in accordance with Health and Safety standards as set forth by the Shinnecock Indian Nation, Wuneechanunk Shinnecock Preschool and federal guidelines.