



Shinnecock Indian Nation

Job Description

Position Title:	Senior Accountant	Department:	Finance
Reports to:	Director of Finance	Salary:	\$55,000-\$68,000 per year
FLSA Status:	Full time, Exempt	Deadline:	Until Position Is Filled

Primary Function: The Senior Accountant is a mid-level position within the Shinnecock Indian Nation governmental structure and has a leading role in the Finance Department. The position requires extensive skill and accreditation in the fields of accounting and public finance. Areas of operation include the bookkeeping, Accounts Receivable, Procurement and banking functions of the tribal government. These specific functions are more fully explained below in the Job Duties and Responsibilities section.

The role of the Senior Accountant is the primary management and administration related to a very technical and highly regulated field. Persons having extensive knowledge of accounting and financial management.

The Senior Accountant shall assist in the continuous operations of:

- Accounting and bookkeeping functions of the tribal government
- Banking relationships and account management of the tribal government
- Revenue collection and billing on behalf of the tribal government
- The annual financial audit of the tribal government and coordination of entity audits
- Oversee Procurement function of the tribal government.

Job Duties and Responsibilities:

Overview of the Director of Finance's Role

The Senior Accountant processes payroll and under limited supervision, provides accounting analysis duties. The Senior Accountant maintains the award records in the Nation's electronic financial system. The Senior Accountant prepares computerized financial reports, monitors grant cash management systems, and supports the preparation of grant financial reports. The Senior Accountant is responsible for Accounts Receivable and supervises the Procurement Officer.

Duties and responsibilities in the day-to-day operations are more particularly described as follows:

- Conducts variance analysis of accounts.
- Conducts audit preparation. Assures compliance with the regulatory standards and policies and procedures of accounting.
- Account reconciliation; analyzes, forecasts, and tracks financial budget accounts. Balances and analyzes data in general ledger accounts and other accounting software.
- Updates, reviews, reconciles, and manages various accounts, balance sheets, general ledgers, statements, and spreadsheets. Prepares various monthly, quarterly, and annual financial reports.
- Processes required journal entries and fund distributions.
- Reviews coding accuracy for assigned accounts. Identifies and reconciles account discrepancies.

- Perform daily payroll department operations. Manage workflow to ensure all payroll transactions are processed accurately and timely.
- Reconcile payroll prior to transmission and validate confirmed reports.
- Process correct garnishment calculations and compliance.
- Understand proper taxation of employer paid benefits.
- Process accurate and timely year-end reporting when necessary (W-2, W-2c, etc.)
- Supervises and schedules assigned staff. Develops goals and priorities, and assigns tasks and projects. Develops staff skills and training plans. Counsels, trains, and coaches assigned staff. Implements corrective actions and conducts performance evaluations.
- Provides leadership, direction and guidance in accounting procedures.
- 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 Finance, Business Administration or related field required. Plus, two years of experience in bookkeeping, governmental accounting and public financial management; OR an Associate's Degree in Finance, Business Administration or related field plus a minimum of (5) five years of experience in bookkeeping, governmental accounting and public financial management required.

- Must have knowledge of Generally Accepted Accounting Principles.
- Minimum of (2) years of supervisory experience required.
- CPA preferred.

Twelve months would be necessary to become proficient in most phases of the job.

Job Knowledge:

Must have a thorough knowledge of the policies, procedures, guidelines and best practices in accounting, especially as applicable and required by the Shinnecock Indian Nation. 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 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 detailed files, records, logs and reports. 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. Must possess a valid New York driver's license.

Complexity of Duties:

Professional judgment is required in order to read, interpret and apply policies and procedures, and to evaluate the accuracy of financial data. Must be capable of performing complex analysis, and have a thorough understanding of accounting practices and implications of accounting transactions.

Contact with

Requires effective and professional communication and demeanor at all times, with employees

Others:	and management at all levels, as well as public customers and retained professional 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, generally free from error, and in accordance with the Financial Accounting Policies & Procedures of the Shinnecock Indian Nation, and completed 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 goals and objectives of the Office of Budget & Finance. This position will be responsible for the work product and professional performance of two (1) Procurement Officer.
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 poses the ability to 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. Work product should be generally free from error and should be of the highest quality and reliability, as work product will be used to analyze financial standing and performance
Responsibility for Safety /Equipment:	All work shall be completed in accordance with Health and Safety standards as set forth by the Shinnecock Indian Nation. Will also have access to equipment of significant financial value which should be safeguarded and protected at all times.