



## Resighini Rancheria Job Description

**Job Title: Accountant I/II**

**Department:** Fiscal

**Reports to:** Director of Operations

**FLSA Status:** Non-Exempt

**Salary:** GS-8/9 (\$23.26-\$33.40 per hour)

**Position Description:** The Staff Accountant I/II is under the general supervision of the Director of Finance or, in their absence, the Director of Operations. The incumbent will coordinate and process payroll biweekly and prepare all necessary reports and tax returns, as well as perform professional and technical duties related to the Rancheria's financial operations. After initial training, work is performed independently. Work is checked for accuracy, adequacy, and timeliness. Incumbent performs daily assignments independently, resolving normal questions and problems according to established procedures and experience and precedent. Unusual, new or complex assignments, which require deviation from past experience or precedents, are discussed with supervisor; however, employee exercises initiative in researching answers and solving problems.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Under the guidance and direction of the Director of Finance/Director of Operations:

- Specific duties and responsibilities listed
- Process biweekly payroll including processing direct deposits, IRA contributions, garnishments, and payroll taxes.
- Reconcile and balance all payroll liability accounts to the General Ledger.
- Process and pay all federal and state payroll tax deposits on time.
- Process and reconcile all liability accounts (insurances, etc.).
- Process and electronically file all quarterly 941 payroll tax returns, W2s, and 1099s.
- Record cash receipts weekly and correctly post to the General Ledger.
- Perform GL analysis and conduct drawdown/payment requests for award funds.
- Process Accounts Payable and Receivable.
- Process and electronically file multiple grant financial reports (SF-425).
- Reconcile credit card statements.
- Assist in onboarding of new employees.
- Reconcile cash accounts.
- Ability to work as a part of the Fiscal Department accounting team, working cooperatively with members of Department as well as develop a good working relationship with other Tribal Departments.
- Ability to perform the same tasks repeatedly, continuously, and sometimes under the stress of deadlines.
- Skill in utilizing various standard office machines, 10 key calculators, copiers, printers, telephones, computers, etc.
- Knowledge of and ability to operate computer accounting systems (Abila MIP, Fund Accounting, governmental accounting, etc.), and all aspects of Microsoft Office Suite.
- Compile and analyze financial information to prepare entries, reconcile accounts and



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- document the correctness of business transactions.
- Other duties, as assigned.

**SUPERVISORY RESPONSIBILITIES:** This position has no supervisory responsibilities.

**MINIMUM JOB QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform all essential duties satisfactorily and have initiative to work independently to accomplish the tasks required. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Combination of education and work experience will be considered.
- Bachelor's Degree in accounting or closely relevant field with 1-year specialized experience; education and experience will be measured.
- Must be proficient in Microsoft Office Suite, 10-key adding machine, and standard office equipment.
- Governmental (fund) accounting experience.
- Must have the ability to communicate clearly, both orally and in writing for purposes of correspondence, reports, and communication between workers, with Tribal Council, and with outside entities.
- Must have the ability to read, analyze, and interpret general written information, professional reports and safety materials.
- Must be a team player and be flexible to adapt to changing circumstances.
- Must possess the ability and desire to work with the Resighini Rancheria tribal community.
- Must be willing to travel as needed, including by airplane, to attend conferences and trainings.
- Must have basic computer skills.

### **PREFERRED JOB QUALIFICATIONS:**

- Knowledge of Yurok culture and language.
- 3+ years specialized experience
- Experience in a Tribal Accounting Department
- Knowledge and skills using Abila MIP accounting.

### **CONDITIONS of EMPLOYMENT:**

- Position is a full-time position.
- All applicants are subject to the Tribe's Drug and Alcohol-Free Work Place Policy, including pre-employment screening.
- All applicants will acknowledge and abide by all Resighini Rancheria personnel and other policies and procedures.
- Preference will be given to qualified Native American Indian applicants subject to the Tribe's Tribal Employment Rights Ordinance.
- The employee must occasionally lift and/or move up to 50 pounds.



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By signing, I acknowledge receiving a copy of this job description and I understand the content and expectations of the position.

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Applicant

Date

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Executive Director

Date