



SWINOMISH INDIAN TRIBAL COMMUNITY

11404 Moorage Way
La Conner, Washington, 98257-0817
Phone (360) 466.3163 | Fax (360) 466.5309

JOB DESCRIPTION

Accountant

REPORTS TO: COMPTROLLER

POSITION: FULL TIME

POSITION SUMMARY: The Accountant is a multi-tasking accounting position with responsibility for preparation of Enterprise Financial Statements, reconciliation and monitoring of key balance sheet accounts for both the Tribal Government and Tribal Enterprises and assists with grant financial management. This position works closely with other Accounting Personnel and various enterprise managers.

DUTIES:

- Develop general knowledge in all areas of the Accounting Department
- Maintain and reconcile general ledger for Tribal Enterprises
- Prepare Monthly Enterprise Financial Statements
- Coordinate and Prepare required schedules for Enterprise Audits
- Assist Enterprise managers with financial aspects of day to day operations
- Assist Tax Administrator with Financial aspects of Property Tax System
- Manage and reconcile assigned tribal balance sheet accounts
- Manage, reconcile, and assist with grant management including notification to departments of status expiring grants, grant draw downs, and reporting.
- Maintain fixed asset records including tagging of new equipment and recording of equipment dispositions, and bi-annual fixed asset inventories.
- Provide backup for Payroll Administrator and Accounts Payable during vacations and peak times.
- Assist Comptroller with the preparation of tribal annual audit schedules and confirmations.
- Assist other positions in the Accounting Department as needed.
- Assist with training interns in accounting processes
- Other duties as assigned

REQUIREMENTS:

- Bachelor degree in accounting and at least 3 years of related experience
- Experience with MIP Fund Accounting and QuickBooks is preferred

- Fund Accounting experience preferred
- Advanced Microsoft Excel skills
- Ability to work well with others. Able to interact with other teammates regarding work and willing to help those who need additional help
- High attention to detail and accuracy

EMPLOYMENT CONDITIONS:

The Personnel Policies and Procedures of the Swinomish Tribal Community apply to all employees. Employees in this classification are considered non-exempt.

APPLICATION INSTRUCTIONS

- Request a Swinomish Tribal Community application by calling **(360) 466-7353** or e-mail to airedwards@swinomish.nsn.us
- Include a **cover letter** identifying why you feel you are qualified for the position.
- Include a resume with the cover letter.
- Include the completed Swinomish Tribal Community application form; **do not write, “See resume” on the application.**
- Return cover letter, resume, and application to Alethia Edwards, Human Resource Director

**Swinomish Tribal Community
Personnel Office
1104 Moorage Way
LaConner, WA 98257**

Consistent with practices of federally recognized Indian Tribes, Native American hiring preference may apply. All offers of employment are contingent of the successful completion of a drug and alcohol screening (per job description) and criminal background investigation.