



SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources
11404 Moorage Way
La Conner, WA 98257
Phone (360)466-7353 | Fax (360)466-1348

Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy ?	
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ?	

Indian Preference in Hiring shall apply to Swinomish Indian Tribal Community job opportunities.

JOB TITLE: Accountant I

DEPARTMENT: Finance

POSITION SUMMARY: The Accountant I position has responsibility for processing all accounts payable for the Tribal government including credit cards, travel, reoccurring, and individual accounts payable payments.

Supervised by: Chief Financial Officer

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop general knowledge in all areas of the Accounting Department
- Process accounts payable & travel payable for all tribal government departments
- Ensure documentation is matched to correct payment
- Ensure adequate documentation to support all payments
- Serve as main backup to other accounts payable staff members
- Reconcile credit card charges and travel by ensuring adequate receipts are received and entered into the system
- Ensure checks get signed by authorized signer
- Ensure all backup received by end of day Tuesday are processed same week for Thursday payment
- Follow up on credit card charges that are missing in Microix
- Reconcile all Travel advance payments
- Be Aware of personal or fraudulent charges on Tribal credit cards
- Ensure the Tribe gets reimbursed for amounts advanced for travel
- Advise and respond to inquiries from non-accounting staff and departments on procedures for accounts payable, credit card charges, and travel

- Assist other positions in the Accounting Department, as needed
- Other duties as assigned.

MINIMUM QUALIFICATIONS

- High School Diploma or GED
- 5 or more years of experience in accounts payable

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- High attention to detail and accuracy
- Proficient in Microsoft Office, especially Excel and Outlook
- Proficient in accounting software like Microix, MIP, and Quickbooks
- Strong organizational skills and ability to work under pressure
- Ability to work well with others
- Ability to maintain confidentiality with financial matters

WORK ENVIRONMENT AND TIME COMMITMENT

1. Work schedule is 40 hours per week. This is a full-time position.
2. Tasks are performed mostly indoors in both a clinical setting and an office environment.
3. Considerable time may be spent at a computer work station in the performance of administrative tasks.
4. Work may be performed under highly stressful conditions, and may involve extended periods of sitting, standing or walking.

EMPLOYMENT CONDITIONS

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of Accountant I is considered to be an exempt “standard hour” position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.

Employee: _____

Date: _____

Supervisor: _____

Date: _____