

The SHOSHONE-BANNOCK TRIBES

FORT HALL INDIAN RESERVATION
P.O. Box 306
Fort Hall, ID 83203



HUMAN RESOURCE DEPARTMENT
Phone: (208) 478-3856/(208) 478-3857
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JOB ANNOUNCEMENT

TITLE: FUND ACCOUNTANT
DEPARTMENT: FINANCE
WAGE: (\$22.30 - \$30.78) GRADE 12-15, STEP 1-3
OPENS: **October 3, 2022**
CLOSES: **October 14, 2022**
STATUS: **Non-EXEMPT, CONDITIONAL UPON SUCCESSFUL PROBATIONARY EVALUATION, BACKGROUND CHECK & BUDGET APPROPRIATIONS**

ATTACH ALL SUPPORTING DOCUMENTS, INCLUDING: TRIBAL ENROLLMENT, HONORABLE DISCHARGE, EDUCATIONAL ATTAINMENT, PROFESSIONAL CERTIFICATION, LICENSE, AND OTHER RELEVANT DOCUMENTS TO VERIFY ELIGIBILITY FOR JOB QUALIFICATIONS AND PREFERENCE.

GENERAL PURPOSE

This is a professional accounting position which includes performing work in the recording, reporting, and auditing of financial transactions and budgetary control for assigned funds; reviewing accounts payable, payroll and other fiscal records, and preparing/analyzing financial/bank statements.

SUPERVISION

The Fund Accountant position is under the direct supervision and evaluated by the Tribal Chief Financial Officer (CFO). The Fund Accountant may exercise general supervision of technical and clerical personnel.

DUTIES AND RESPONSIBILITIES

- Participates in the posting, balancing, and reconciliation of the general ledger and subsidiary accounts. Activities include, but are not limited to: reviewing and analyzing monthly balance sheet accounts; reconciling accounts; preparing monthly, quarterly, and annual financial statements for independent audit.
- Compiles and post Purchasing Card (P-Card) transactions on a monthly basis.
- Researches and analyzes transactions to resolve budget problems; provides analysis of available funds as needed by management or requested by the CFO.

- Assists in the preparation of workpapers, financial statements and various reports for federal, state and other outside agencies as well as for internal accounting and auditing. Reviews financial status reports to submission to CFO and funding agencies.
- Works closely with the Tribal CFO in the preparation of fund balance projections and carryovers. Reviews such with the operating departments.
- Monitors and reports on the status of state and federal grants.
- Recommends and implements changes in accounting systems and procedures, Accounting Manual and Travel Manual.
- Audits various accounts as needed and as directed by the Tribal CFO.
- Ensures internal controls are in place and are being followed to properly account for the safekeeping of tribal assets and recommends changes for improvement.
- Actively participates in counting and posting daily deposits; accounts payable review and payroll review.
- Prepares monthly reconciliation of all assigned banks and investment accounts.
- Prepares monthly reconciliation of all assigned contracts/grant cash/expense/revenue accounts.
- May assist in the timely reparation of state and federal obligations, returns, reports, etc., are addressed and/or filed in a timely manner.
- Assists with the preparation of the Tribe's Annual Financial Reports.
- Assists in annual budget preparation.
- Acts as the backup for all fixed asset accounting. Will prepare the monthly fixed asset reconciliation from general ledger to the Springbrook fixed asset module (once a quarter).
- Answers the phone in a friendly and professional manner. Treats all customers and co-workers in a friendly manner.
- Other duties as assigned by the CFO.
- With regard to all these elements, uses the Springbrook accounting software to enhance performance and increase efficiency.

QUALIFICATIONS:

Grade 12-Bachelor's Degree in Accounting.

Grade 13- Bachelor's Degree in Accounting with two (2) to four (4) years auditing experience dealing with compliance and/or general ledger. **Official college transcripts must accompany application.**

Grade 14- Bachelor's Degree in Accounting with six (6) years and beyond auditing experience dealing with compliance and/or general ledger. **Official college transcripts must accompany application.**

Grade 15- Same as Grade 14, but has also received and maintained his/her Certified Public Accountant or Certified Management Accountant status. The successful candidate will also possess two years' experience in the Springbrook accounting software.

A thorough knowledge of governmental accounting systems, fiscal record keeping and procedures and the ability to exercise the independent judgment within established systems and procedures.

Computer Literate in word processing and spreadsheets.

Basic typewriting skills and proficiency with a ten-key calculator.

Good knowledge of the principles of governmental financial administration including budgeting, reporting, taxation and revenue, especially as it relates to Tribal entities.

Excellent communication skills both orally and in writing.

The ability to establish and maintain effective working relationships.

The ability to supervise, train and evaluate clerical and technical personnel.

Must be insurable and comply with the tribal insurance regulations and be bondable through the tribal liability insurance carrier.

Qualified Shoshone-Bannock Tribal Member/Indian and Veterans preference will apply in compliance with the Shoshone-Bannock Tribes Personnel Policies and Procedures Manual.

IMPORTANT APPLICATION CRITERIA

You must turn in all supporting documents to be eligible for this position.

Applicants not living in the local area may submit a cover letter, resume, and supporting documents in lieu of an application as an initial statement of interest for a particular job announcement. However, the applicant must follow-up with an official Tribal application.

Telephone calls are not accepted in place of an employment application or letter of interest.

When the position qualifications require a driver's license, education, or professional credentials, the applicant must submit copies of certificates, licenses, official college transcripts from an accredited college that indicate the degree(s) received, as well as any other supporting documentation that verifies required qualifications. Applicants who do not provide supporting documents will be disqualified.

Applicants who have a current application on file are required to submit a letter of interest for each position in which they want to be considered for. The letter should address how they meet each qualification. Supporting documents must also be submitted.

Veterans who have met the minimum qualifications and who provide documentation of an honorable discharge (DD214) from any branch of US military service are entitled to receive preference points during the interview process.

To verify Tribal member preference, applicants must provide a copy of their tribal enrollment card. To verify Indian preference, non-enrolled member and non-member Indian (enrolled in another federally-recognized Indian tribe) applicants must provide a Certificate of Indian Blood from their tribe or from the Bureau of Indian Affairs.

Applicants being considered for employment or a political appointment, must submit to an alcohol and drug screening prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment with the Shoshone-Bannock Tribes. Applicants who test positive for alcohol or banned drugs will not be hired and will be ineligible for any type of employment with the Tribal Government for 90 days thereafter per the Shoshone-Bannock Tribes Alcohol and Drug Free Workplace Policy.

The Shoshone-Bannock Tribes will conduct a criminal and employment background check on applicants to ensure suitability for the position applied for.

A **completed** Tribal Employment application must be submitted to the Shoshone-Bannock Tribes, Personnel Department, P.O. Box 306, Fort Hall, ID 83203. Applications are accepted until **5:00 P.M.** on the closing date.