



MESCALERO APACHE TRIBE

JOB ANNOUNCEMENT

Position Title:	Senior Staff Accountant	
Department:	Accounting/Finance	
Employment Status:	Exempt	Grade: E4
Opening date:	April 6, 2021	Open until filled

Job Summary

Provides day-to-day coordination and leadership to Staff Accountants. Ensures accounting functions and programs are maintained in accordance with Generally Accepted Accounting Principles and Governmental Accounting Standards.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

Duties and Responsibilities

- Prioritizes, assigns, and schedules work activities and projects, monitors workflow, implements policies and procedures, reviews and evaluates work products, methods and procedures.
- Assists employees to resolve work problems when needed.
- Develops, documents, and monitors departmental procedures to ensure that Generally Accepted Accounting Principles are upheld.
- Develops a scheduling system to track and record budgets for all contracts and grants.
- Assist Program Directors with proposals, grants and contracts to awarding agencies.
- Assist in the development of multi-year forecast estimates for division expenditures and revenues; reviewing department performance measures.
- Develops and maintains budget monitoring models and coordinates production of the formal monitoring report.
- Assists division in preparing proposals and contracts, agenda items, and supporting information; explains policies and procedures; and gives advice on management issues.
- Assists with special studies that require data compilation; analyzes and interprets information in oral and written presentations.
- Inputs all budgets into MIP System.
- Submits drawdowns within due dates.
- Processes budget adjustments submitted by Program Directors.
- Notifies leadership of any financial inconsistencies and/or exhausted funds on all Federal, State, and privately-funded programs.
- Prepares monthly report with management and directors to show financial position on all Federal, State, contracts and grants programs.
- Reviews and assists in preparation of federal financial reports.
- Reviews and assists preparation of financial reports.
- Prepares records for the annual audit as requested and assists in implementing recommendations to correct audit findings.

- Prepares or assists with the preparation of scheduled and/or ad hoc statistical and narrative reports; performs basic information gathering and analysis and/or forecasting, as specifically directed.
- Establishes, maintains, and updates files, databases, records, and/or other documents; develops and maintains data, and performs routine analyses and calculations in the processing of data for recurring internal reports.
- Perform other duties as assigned.

Minimum Qualifications

- Bachelor's Degree in Accounting, Finance or related field.
- Three years accounting experience with one year in a lead capacity preferred.
- Knowledge of governmental financial policies, principles and business practices.
- Must have a valid NM Driver's License.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.

Tribal preference and Native American Indian preference shall apply to all positions.

Knowledge, Skills and Abilities

- Knowledge of the principles and practices of management and fund accounting, finance, and business administration.
- Knowledge of the standards, policies, practices, and procedures of Generally Accepted Accounting Principles and Governmental Accounting Standards.
- Knowledge of computerized accounting systems.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Skill in preparing reports.
- Skill in supervising, training, and evaluating assigned staff.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
- Records management skills.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to work independently and meet strict time lines.
- Ability to make solid decisions and exercise independent judgment.
- Ability to be persuasive and tactful in controversial situations.
- Ability to interpret applicable federal, state, county, and local laws, regulations, and requirements.

Physical Demands

While performing the duties of this job, the employee regularly is required to sit; stand; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee frequently is required to climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment

Work is generally in an office setting with a moderate to noise level Evening, weekend, and/or holiday work may be required. Extended hours and irregular shifts may be required.