



MESCALERO APACHE TRIBE

Position Description

POSITION ANNOUNCEMENT

Position Title: Staff Accountant I
Department: Finance Department
Supervisor: Finance Director
Employment Status: Non-Exempt
Grade: E1

OPEN DATE: MARCH 7, 2019

CLOSING DATE: MARCH 20, 2019

Job Summary

Performs a variety of professional accounting duties involving budgets and general ledger for all the Federal and State grants and contracts. Ensures accounting functions 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

- Entering approved data in accounting system(s) to process transactions in a timely, comprehensive manner following document procedures and proper internal control practices that results in a complete and evident audit trail.
- Enters all budgets into computer system; enters transfer of funds into accounting systems.
- Prepares various reconciliations of accounts, credit cards and journal entries related to such accounts.
- Prepares adjusting journal entries to accurately close the monthly fiscal period in accordance to generally accepted accounting principles.
- Validates data provided, gather additional information, request clarification, backup documentation, correct inaccuracies and address other needs prior to the initiation of processing activities.
- Reviews data to ensure accuracy and minimize exposure by following departmental procedures.
- Maintains positive internal customer relationships by providing prompt and appropriate responses to inquiries, issues, and concerns when appropriate.
- Ensures compliance with local, state, and federal regulatory requirements.
- 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.
- Answers telephone provides information concerning grant information.
- 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.
- Performs other duties as assigned.

Minimum Qualifications

- Bachelor's Degree in Accounting, Finance or related field.

- One year accounting experience.
- Knowledge of accounting 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 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.