



MESCALERO APACHE TRIBE

JOB ANNOUNCEMENT

Position Title:	Staff Accountant II	
Department:	Mescalero Apache Fire Rescue	
Employment Status:	Exempt	Grade: E3/DOE
Opening date:	April 11, 2025	Closing date: April 15, 2025

Job Summary:

The Staff Accountant will be responsible for performing a variety of accounting and financial support functions for the Mescalero Apache Fire Rescue. This position ensures that financial operations are conducted in accordance with applicable laws, regulations, and tribal policies. The Staff Accountant will support budgeting, payroll processing, grant tracking, procurement, financial reporting, and audit preparation to promote efficient and transparent fiscal operations within the department. Reports To: Fire Chief.

Duties and Responsibilities:

- Maintain and reconcile general ledger accounts and prepare journal entries.
- Process and monitor payroll records and employee timesheets.
- Assist in the preparation of monthly, quarterly, and annual financial statements.
- Track and report expenditures related to grants and contracts.
- Maintain and reconcile EMS Reimbursements.
- Maintain and reconcile Wildland Reimbursement.
- Assist with budget development and monitor budget performance.
- Prepare invoices, purchase orders, and maintain vendor accounts.
- Support external audit processes by gathering required documentation.
- Ensure compliance with tribal, federal, and state financial regulations.
- Maintain accurate and organized financial records and filing systems.
- Communicate financial information clearly to leadership and staff.
- Perform other accounting and administrative duties as assigned.
- Receive and process telephone calls.
- Ability to operate emergency radios.
- Any other duties assigned by supervisor.

Minimum Qualifications:

- High school diploma or GED.
- Associate's degree in business management or related field required; bachelor's degree preferred.
- Five years of accounting experience required; tribal or governmental accounting experience a plus.
- Must possess a valid driver's license and be insurable under the Tribe's insurance policy.
- Must be able to pass a background check and pre-employment drug screening.

Knowledge, Skills, and Abilities:

- Knowledge of accounting principles, practices, and procedures.
- Familiarity with governmental or fund accounting is preferred.
- Proficiency with accounting software (e.g., QuickBooks, MIP Fund Accounting) and Microsoft Excel.
- Strong organizational and time management skills.
- Ability to interpret financial data and communicate effectively with non-financial staff.
- Attention to detail and high level of accuracy in data entry and financial reporting.

- Ability to maintain confidentiality and uphold ethical financial standards.
- Strong interpersonal and communication skills.

Physical Demands:

- Prolonged periods sitting at a desk and working on a computer.
- Occasional lifting of up to 50 pounds (e.g., files, documents, office supplies).
- Must be able to work under pressure and meet deadlines in a fast-paced environment.

Work Environment:

- Office setting within the Mescalero Apache Fire Rescue facility.
- May occasionally require travel to training sessions or tribal administrative offices.
- Normal work hours with some flexibility for evening or weekend work as needed to meet deadlines.

Mescalero Apache Fire Rescue is an Equal Opportunity Employer and encourages qualified Native American applicants (tribal preference is recognized) and all individuals meeting the above requirements to apply.

