



## MESCALERO APACHE TRIBE

### JOB ANNOUNCEMENT

<b>Position Title:</b>	<b>Staff Accountant II</b>	
<b>Department:</b>	<b>Finance/Accounting</b>	
<b>Employment Status:</b>	<b>Exempt</b>	<b>Grade: E3</b>
<b>Opening date:</b>	<b>April 11, 2024</b>	<b>Closing date: April 26,2024</b>

#### **Job Summary**

Performs advanced accounting functions in the management of the tribal business affairs, both governmental and enterprise. Prepares integrated financial and statistical reports, statements, projections and recommendation that may have a long-term impact on funding for the organization 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**

- Executes a variety of accounting functions involving budgets, general ledger, and financial reports.
- Works closely with directors on monitoring, managing, and auditing their budgets, departmental/program monies and critical revenue targets.
- Prepares and submits quarterly financial reports.
- Prepares general ledger and expenditure reports monthly for all directors.
- Responsible for 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 adjusting journal entries accurately to close the monthly fiscal period in accordance to generally accepted accounting principles.
- Performs bank account reconciliations for balancing within the general ledger.
- Validates data provided, gather additional information, request clarification, back up documentation, correct inaccuracies and address other needs prior to the initiation of processing activities.
- Review 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.
- 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**

**Education and years of experience must be related to the purpose of this position.**

- 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.

## **Knowledge, Skills and Abilities**

- Knowledge of the principles and practices of business management and fund accounting, finance, and business administration: grant/fund accounting preferred.
- Knowledge of the standards, policies, practices, and procedures of Generally Accepted Accounting Principles and Governmental Accounting Standards.
- Knowledge of fund accounting practices and principles.
- Knowledge of computerized accounting systems.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Skill in preparing reports. Strong skills with account reconciliations.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, 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 require