



Smith River Rancheria Position Description

Title: Staff Accountant III

Class: Skilled/Clerical

Status: Full Time

Supervisor: Chief Financial Officer

Effective Date: November 2008

Department: (05) Fiscal

FLSA: Exempt

Pay Grade: VI (\$15.13 - \$21.34)

Subordinates: Staff Accountant I & II

Position Summary:

This position supports the Fiscal Department in a specialized area of general ledger, audit, bank accounts, intra-funds transfers, and property records.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

- Payroll and administration biweekly and monthly reports including annual W-2's.
- Benefits and 401K administration.
- Audit work papers, and cash receipt journals.
- Administer workers compensation and general insurance as per payments and reconciliation.
- Balance sheet reconciliation.
- Compile and analyze financial information to prepare entries, reconcile accounts, such as the general ledger accounts, and document the correctness of the business transactions.
- Verify the accuracy of the ledger account balances.
- Reconcile and balance all cash and bank accounts and intra-funds transactions to assess the accuracy of the financial records.
- Prepare schedules, such as awards expenditures, cash and liabilities in preparation of annual audit.
- Knowledge of and ability to operate computer accounting systems (MIP), and all aspects of Microsoft Office Suite.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

Supervisory Responsibilities:

Responsible for Staff Accountant I and Staff Account II.

Minimum Qualifications:

- High school diploma or equivalent (GED).
- 4 year degree in accounting preferred.
- Minimum of 10 years work experience in the areas of accounts payable, accounts receivable, payroll, general ledger and accounts reconciliation or an equivalent combination of education and experience.
- Computer literacy in accounting systems (MIP) and Microsoft Office Suite.
- Skills in 10-key calculator and standard office equipment required.
- Knowledge of audit process in fund accounting environment and the ability to complete audit schedules.
- Experience must demonstrate a proven ability and knowledge of accounting methods and functions including analysis, budgeting and government accounting standard practices, fund accounting and governmental accounting.
- Must submit to and pass a pre-employment drug and alcohol screen.
- Qualified American Indian Preference applies.

Language Skills:

Ability to read, analyze and interpret technical manuals, and government regulations. Ability to write reports, business correspondence and procedure manuals, ability to effectively present information and respond to questions from groups of managers.

Mathematical Skills:

Ability to work with mathematical concepts, ability to apply concepts such as fractions, percentages, ratios and pro-rations.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations:

Must possess and maintain a valid, State-issued driver’s license, submit a Department of Motor Vehicles (DMV) driving history, and be eligible for Tribal vehicle insurance.

Physical Demands:

While performing the duties of this job the employee is regularly required to sit, use hands and fingers, handle and feel. The employee is frequently required to stand, walk, and ascend and descend steps. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/move 25 pounds.

Vision Requirements:

- Close vision (clear vision at 20 inches or less).
- Distance vision (clear vision at 20 feet or more).
- Color vision (ability to identify and distinguish color).

Work Environment:

The noise level in the work environment is usually moderate, (examples: business office with computers and printer light traffic).

Employee’s Signature: _____

Date: _____

Supervisor’s Signature: _____

Date: _____