

## **Tolowa Dee-ni' Nation**

### **Position Description**

**Title:** Staff Accountant II  
**Class:** Non Management  
**Status:** Full-time  
**Supervisor:** Fiscal Manager  
**Effective Date:** June 2016

**Department:** (05) Fiscal  
**FLSA:** Non-exempt  
**Pay Grade:** V (\$13.76 - \$18.75)  
**Subordinates:** None  
**Grant Funded:** No

#### **Position Summary:**

This position works under the general supervision of the Fiscal Manager. Incumbent supports the fiscal department in the specialized area of general ledger, account payable and receivable.

All Tolowa Dee-ni' Nation employees must submit to a background check and abide by all Tribal, federal, and state laws. All employees must comply with Tolowa Dee-ni' Nation drug free workplace policy and will be subject to pre-employment, random, for-cause, and post-accident drug and alcohol testing.

#### **Essential Duties and Responsibilities:** *Will include some of the following:*

- Assist the Fiscal Manager with the day to day, monthly and year –end operations of the Fiscal Department. These duties may include assisting with processing payroll, issuing 1099's, and reconciling general ledger accounts.
- Responsible for managing the Tribal Member Loan Program. This includes processing loan applications, preparing all required documentation and processing for payment. Incumbent will also record and balance all loan payments, late fees and deductions for the Tribal Member Loan Program.
- Manage the processing of cash receipts, recording of revenue and receivables. This will include recording cash receipts, rental payments and utility payments.
- Assist in the processing of Accounts Payable, including reconciling vendor statements, distributing invoices to the correct departments to be approved for payment, and to serve as a backup to this position.
- Responsible for the processing of TDN's utility bills. This includes reviewing for accuracy and submitting them timely for payment.
- Manage the processing of the Howonquet Community Water System billing and payments. This includes monthly billing, posting payments, and monthly reports.
- Responsible for processing monthly Elder Assistance Payments.
- Responsible for processing biannual Tribal Member Gift checks.
- Process Travel Advance Reconciliations.
- Manage the organizations employee credit cards.
- Temporary or permanent duties and responsibilities may be added to, or modified as needed to fulfill the needs of the organization.

#### **Supervisory Responsibilities:**

None

#### **Minimum Qualifications:**

- High School diploma or equivalent (GED)

- Minimum of 2 years of experience in the areas of accounts receivable, accounts payable, general ledger entries, and account reconciliation. Experience in processing payroll preferred but not required.
- Computer literacy in accounting systems, MIP preferred. Ability to use all aspects of Microsoft Office Suite.
- Ability to operate 10-key calculator and other standard office machinery.
- 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 other departments.

**Mathematical Skills:**

Ability to work with mathematical concepts such as probability and statistical inference ability to apply concepts such as fractions, percentages, ratios, and proportions.

**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:** \_\_\_\_\_