



Spirit Lake Tribe  
P.O. Box 359  
Fort Totten, North Dakota 58335  
slthr@spiritlakenation.com

<b>Job Title:</b>	<b>Junior Accountant</b>	<b>Open Date:</b>	<b>May 6, 2022</b>
<b>SLT Program:</b>	<b>Finance Department</b>	<b>Close Date:</b>	<b>May 20, 2022</b>

**Position Objective: Provides accounting and administrative support for the programs as assigned. A program can be a contract, grant, or department. Oversees cash management, including all deposits and cash draws. Supervisory of Grants Management Specialist's.**

**Major Duties and Responsibilities:**

- Adheres to the Finance Policies and Procedures and recommends changes as needed.
- Supervise all Grant Management Specialist staff as assigned.
- Supervise Fiscal Intermediary process in Finance Office. Be able to train the staff as assigned.
- Must understand all the duties and responsibilities of a grant management specialist and be able to fill in for them as needed.
- Have a thorough understanding of all the funding agencies of which we work with.
- Must have a thorough understanding of the OMB circulars and other requirements per the funding agency.
- Responsible to do cash/electronic drawdowns for programs/funds through various forms such as; PMS, ASAP, JustGrants, LOCCS, HUD, and etc.
- Communicate with grant management specialist staff to assure the drawdowns are in compliance with the grant or program rules and regulations.
- Reconcile the drawdowns per program/funds on a monthly basis; disseminate reports to the budget control to review to assure the systems we use to draw funds match the revenue recorded in our accounting system. Work with each budget control to correct any discrepancies with a program/fund drawdown as needed.
- Prepare and submit all required reporting per the program you oversee in a timely manner; state, federal, tribal and/other financial reports.
- Assist Grants Management Specialists with SF-425's or other federal reports if needed.
- Prepare, approve and post transactions in the accounting system. Reconcile subsidiary accounts to the general ledger.
- Performs month end close and distributes reports to the CFO.
- Shall be the signature authority in the absence of the CFO.
- Shall assist with external auditors. Process all approved year end and audit entries; assure they balance with the trial balance.
- Reconcile the annual buybacks for the compact funds.
- Reconcile the compact funds received and create a spreadsheet (record) of such.

- Assist CFO on the calls regarding any negotiations or reconciliations regarding the compact funding.
- Assists other staff within the office as needed such as payroll, AR, AP, Travel, Assets, Insurance and bank reconciliations.
- PNC administrator and reconciles the PNC bank monthly with SLHC business office.
- Performs the monthly calculations for the Insured Cash Sweep account per the bank statement and does the adjustment in the system.
- Does weekly payroll EFT upload, bank transfer and adjustments.
- Backup on the burial fund recipients
- Must keep all files organized and work area clean at all times.
- Attend meetings as required by your supervisor.
- Performs related duties

**Knowledge, Skills, and Abilities:**

- Knowledge of accounting principles, GAAP, and financial analysis techniques
- Familiar with federal accounting standards and regulations and account auditing processes
- Well versed with Microsoft Office applications and in-depth knowledge of mathematical concepts
- Pay attention to detail and accuracy with excellent communication and management skills
- Familiar with programs respective governing circulars.
- Understand and can communicate general ledger, balance sheets, financial reporting, budgeting process
- Read and interpret grant, contract or program documents, rules and regulations, and revenue/expense reports
- Be able to work effectively with others and be a team player.
- Displays a high level of trustworthiness to perform the work.
- Ability to manage time and prioritize tasks, producing quality output within time constraints.

**Qualifications, Experience, and education required:**

- AA degree in business related and 4 years plus experience in accountant work.
- Individual agrees to work towards their BS degree in Accounting, Business Administration, or Finance.
- History and knowledge of working with an automated accounting system
- Pass a background check
- Pass a drug and alcohol test

<b>Job Location:</b>	Spirit Lake Tribal Community Center	<b>Company Industry:</b>	Spirit Lake Tribe-Finance
<b>Employment Status:</b>	Full- Time	<b>Supervision</b>	Spirit Lake CFO

<b>Hourly Salary Range:</b>	\$25.00 to \$35.00	<b>Manages Others:</b>	Yes
<b>Number of Vacancies:</b>	1	<b>Classification: Exempt/Non-exempt</b>	Non-Exempt
<b>Please Send Application to:</b>			
<b>Name:</b>	Spirit Lake Human Resource Dept	<b>Email:</b>	<a href="mailto:katerid@spiritlakenation.com">katerid@spiritlakenation.com</a> or <a href="mailto:normar@spiritlakenation.com">normar@spiritlakenation.com</a>
<b>Address:</b>	P.O. Box 97	<b>State</b>	North Dakota
<b>City:</b>	Fort Totten	<b>Zip/Postal Code:</b>	58335
<b>Phone:</b>	701-381-0204 or 701-381-0361	<b>Fax:</b>	701-766-1272
<b>Application Procedure</b>	Complete application/Resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.		