



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

Job Title:

Accountant

**Open
Date**

July 17, 2024

SL Program:

Finance

**Close
Date**

July 29, 2024

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 & cash draws. Supervisory of Grants Management Specialist's.

Major Duties & Responsibilities

- Adheres to the Finance Policies & Procedures and recommends changes as needed.
- Supervise all Grant Management Specialist 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.
- Be able to train the Finance staff as assigned.
- Have a thorough understanding of all the funding agencies of which we work with.
- Must have a thorough understanding of the OMB circulars & other requirements per the funding agency.
- Responsible to do cash/electronic drawdowns for programs/funds through various forms such as; PMS, ASAP, LOCCS, HUD, & 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, approve and post transactions in the accounting system.
- Reconcile subsidiary accounts to the general ledger.
- Performs month end close & 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.
- Assist in reconciling the annual buybacks for the compact funds.
- Assist in reconciling the compact funds received and create a spreadsheet (record) of such.
- Assist or support other staff within the office as needed such as Payroll, Accounts Receivable, Accounts Payables, Assets, Insurance, Travel & bank reconciliations.
- PNC administrator and help reconcile the PNC bank monthly within Finance AR Dept and SLHC business office.
- Lead on the monthly calculations for the Insured Cash Sweep account per the bank statement and does the adjustment in the system.
- Review Cash daily within Tribe's bank accounts and stay within set amount, make recommendations to CFO as needed.

- Does weekly payroll EFT upload, bank transfer & adjustments.
- Back up for the month end Indirect Cost process.
- Backup on the burial fund recipient.
- Back up for applying loan deposits and refunds.
- Approve AP edit listings.
- Work with FI tech to ensure accuracy and completion of the Fiscal Intermediary checks in a timely manner.
- Must keep all files organized and work area clean at all times.
- Attend meetings as required by your supervisor.

Knowledge, Skills, & 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 & can communicate general ledger, balance sheets, financial reporting, budgeting process
- Read and interpret grant, contract or program documents, rules & regulations, & 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:

- BA degree in accounting or business related, with 3 years of experience in the accounting field or AA degree in business related and 7 years plus experience in accountant work.
- Individual agrees to work towards their BS degree in Accounting, Business Administration, or Finance.
- History & knowledge of working with an automated accounting system
- Pass a background check
- Pass a drug & alcohol test

Job Location:	Spirit Lake Tribal Community Center	Company Industry:	Spirit Lake Tribe-Finance
Exempt/Non-exempt	Non-Exempt		
Employment Status:	Full- time	Supervision	Spirit Lake CFO
Grade:	19	Manages Others:	Yes

Please Send Application to:

Name:	Spirit Lake Human Resource Dept	Email:	mkeo@spiritlakenation.com or tr.littlewind@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381-0361	Fax:	701-766-1272
Application Procedure	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.		