



NANSEMOND INDIAN NATION

JOB DESCRIPTION

STAFF ACCOUNTANT

Position Title: Staff Accountant	Status: Fulltime/Exempt
Division: Executive - Finance	Level: 3
Supervisor: Finance Director/Tribal Administrator	Range: \$49,920 - \$74,552
Opening Date: November 14, 2022	Closes: December 31, 2022

SUMMARY

Under supervision, direction and oversight of the Finance Director and Tribal Administrator, the Staff Accountant will be responsible for assisting with the day-to-day financial related activities of the Nation.

DUTIES & RESPONSIBILITIES

The Staff Accountant shall assist in the administration of the financial activities of the Executive Branch Departments of the Nation in compliance with applicable law such as, but not limited to, the following:

1. Performing general accounting tasks required to maintain and report financial activity; and
2. Reconciling a variety of payroll, grant related and general ledger accounting data; and
3. Ensuring timely processing of payables and receivables; and
4. Ensuring the maintaining of tribal financial data and information in a central archive or repository; and
5. Ensuring proper coding of income and expenditures against revenue sources and approved budgets; and
6. Ensuring appropriate handling of vendor and service provider inquiries; and
7. Ensuring compliance with all applicable accounting standards and licensure requirements including Generally Accepted Accounting Principles (GAAP); and
8. Proper entry and coding of financial data in Abila MIP or other software; and
9. Assist with negotiation and submission of funding agreements and work with outside auditors to ensure completion of annual audits; and
10. Oversee work of the Bookkeeper; and
11. Other duties as assigned by the Finance Director or Tribal Administrator.

QUALIFICATIONS & REQUIREMENTS

1. A successful candidate will possess the following preferred Qualifications:
 - A. Bachelor's Degree from an accredited college or university with major course work in Accounting with at three (3) years of experience in a similar capacity for an Indian tribal or public government; or

B. Associate's Degree in Accounting with five (5) or more year's progressive experience in finance or accounting in an Indian tribal or public government; or

C. An acceptable combination of education and experience that in the Nation's discretion, equates to the preferred qualifications.

2. Requirements include:

- A. Submission to, and successful passage of, drug-testing and background check requirements; and
- B. Possessing and maintain valid driver's license and be insurable by the Tribe's auto insurer; and
- C. Have excellent communication skills – verbal, written, electronic and auditory.
- D. Have strong organizational skills, attention to accuracy and detail as well as a positive disposition.
- E. Have excellent working knowledge of computers and common software programs such as, but not limited to, Microsoft Office Suite, Adobe Acrobat, and excellent working knowledge of Abila MIP and other financial software such as Quickbooks.
- F. Have knowledge of sound financial practices and requirements.
- G. Have experience and working knowledge of federal financial requirements impacting public governments and/or Indian tribal nations.

PREFERENCES EXERCISED

Section 703(i) of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e-2(i)(1982), provides an exception to Title VII's general nondiscrimination principles through which Indian tribal nations exercise an employment and contracting preference in favor of American Indians. Section 7(b) of the Indian Self-Determination and Education Assistance Act of 1975, 25 U.S.C. § 450e(b), requires the inclusion of Indian preference provisions in certain federal contracts and grants.

The Nation shall give preference to enrolled citizens of Indian tribes/nations for employment and Indian/tribally owned businesses for contracting opportunities. In other than the proceeding situations, the Nation is an Equal Opportunity Employer (EOE).

DISCLAIMER

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. The selected candidate must successfully comply with applicable drug testing and background check requirements.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The Nansmond Indian Nation reserves the right to amend and change responsibilities to meet governmental, business, and organizational needs. This document does not create an employment contract, implied or otherwise. Employment in this job is an "at will" employment relationship.

