

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:	January 1, 2023	Closes:	March 31, 2023

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 Nansemond 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.



Employment Application

Nansemond Indian Nation 1001 Pembroke Lane Suffolk, VA 23434

Please Print

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department

Name		-			Social Secu	urity #			
Last		First		Middle					
Physical Address:	Number & Street Name			City	State	7	Zip Code		
M. 11. A. 1.1						_			
Mailing Address: _	Number & Street Name			City	State	7	Zip Code		
Telephone #		Mobile/Beener/Othe	or Dhon	no #		Fmail	-		
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Position(s) applied for	orease check the appropriate				Date of app	plication			
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Nation's Other				Will you wo	rle overtime if requir		Yes		No
Other					ork overtime if requir e explain				NO
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If necessary, best tim	e to call you at home is		PM	-	cense number requir	ed if driv	ving may be	required	in the
May we contact you	at work?	Yes	No		job for which		č .		
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If you are under 18 a	nd it is required can								
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				Have you eve	r been arrested for or c	charged with	ith a criminal	offense (o	other
				than minor tra	affic violations)?	Yes	No		
Have you ever submi If YES, give date(s) a	itted an application here b and position(s)	efore? Yes	No	arrest or charge, a	rd to each offense, please pro und its disposition (e.g. dismis probation, parole, or superviso	sal, not guilt			
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If YES, give date(s)	1 0	To	NO						
Are you legally eligit	ble for employment	V	NT -	Have you eve	r pled "Guilty" or "No	Contest"	to or been co	nvicted o	fa
in this country?		Yes	No	felony?	Yes	No			ı u
Date(s) available for	work			If YES, please	e provide date(s) and d	letails			

What is yo	our desired salary range	or hourly rate of pay?
\$	Per	

Full-Time Substitute Part-Time Temporary

Give at least Three Personal References including Name, Address, and Telephone Number. Please exclude family members.					
Name	Address	Telephone	Number of Years Known		

Employment History

Starting with your most recent employer, provide the following information.

Employer	Telephone No.	Dates Employed:	Month	Year	to	Month	Year
Street address	City State/Zip		Compo	ensation (S	Starting)		
Starting Job Title/Final Job Title		Hourly	Salary		\$	Per	
Immediate Supervisor (for most recent Position held	-	Commission/Bonus	-	tion \$	Ψ	101	
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Why did you leave?		Hourly	Salary	I · · · · · ·	\$	Per	
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Summarize the type of work performed and job	responsibilities.		I				
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Employer	Telephone No.	Dates Employed:	Month	Year	to	Month	Year
Street address	City State/Zip		Compo	ensation (S	Starting)		
Starting Job Title/Final Job Title		Hourly	Salary		\$	Per	
Immediate Supervisor (for most recent Position held	May we contact for Reference? Yes No Later	Commission/Bonus	•	tion \$			
Why did you leave?				pensation	(Final)		
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Summarize the type of work performed and job	responsibilities.	•					
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Employer	Telephone No.	Dates Employed:	Month	Year	to	Month	Year
Street address	City State/Zip	Compensation (Starting)					
Starting Job Title/Final Job Title		Hourly	Salary		\$	Per	
Immediate Supervisor (for most recent Position held	-	Commission/Bonus		tion \$	Į		
Why did you leave?	Yes No Later	Commission/ Bollu		pensation	(Final)		
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		Commission/Bonus	s/Other Compensat	tion \$	-		

Employment History (continued)

Summarize the type of work performed and job responsibilities.

Employer	Telephone No.		Dates Employed:	Month	Year	to	Month	Year
Street address	City	State/Zip		Compensation (Starting)				
Starting Job Title/Final Job Titl			Hourly	Salary		\$	Per	
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			Hourly	Salary		\$	Per	
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Summarize the type of work per	rformed and job responsibilities.							

Employer	Telephone No.		Dates Employed:	Month	Year	Month	Year
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Why did you leave?				Con	npensation (Final))	
			Hourly	Salary	\$	Per	
			Commission/Bon	us/Other Compensation	ation \$		
Summarize the type of work perform	ed and job responsibilities.						
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Explain any gaps in your employment, other than those due to personal illness, injury, or disability

If not addressed on previous page, have you ever been fired or asked to resign from a job?	Yes	No
If YES, please explain		

Skills and Qualifications

Summarize any special training, skills, licenses, and/or certificates that may assist you in performing the position for which you are applying.

Computer Skills (check appropriate boxes, include software titles and years of experience.)

Word Processing	Years:	Internet	Years:
Spreadsheet	Years:	Other	Years:
Presentation	Years:	Other	Years:
E-mail	Years:	Other	Years:

Educational Background

Starting with your most recent school attended, provide the following information.

School (include City and State)	Years Completed	Completed	GPA Class Rank	Major/Minor
		Diploma Degree Certification Other GED		

List special accomplishments, publications, awards, etc.

Exclude information that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve national guard or any other similarly protected status.

Is there any other job-related information you want us to know about you?

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with the Nation is true, complete and correct.

I expressly authorize, without reservation, the Nansemond Indian Nation, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provide by me in this application, resume' or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the Nation does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by any applicable law.

I understand that this application remains current for only 6 months. At the conclusion of that time, if I have not heard from the Nation and still wish to be considered for employment, it will be necessary to reapply and complete a new application. I understand that this document is an application for employment and that continued employment is not being offered. I further understand that my employment can be terminated at will at any time by myself or the Nation for any or no cause. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the Nation is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing expressed language are valid unless they are in writing and signed by the Chief of the Nation.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I also fully consent to the jurisdiction of the Nansemond Indian Naiton. I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the Nation's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.