JOB OPENING ANNOUNCEMENT

**Job Title:** General Ledger Accountant  
**Report To:** Controller

**Department:** Finance  
**Job Vacancy:** YAN-20-036

**Status:** Full-Time; Exempt  
**Starting Wage:** DOE

**Opening Date:** 10/19/2020  
**Closing Date:** 10/30/2020

**POSITION DESCRIPTION:**
The General Ledger Accountant provides a wide variety of financial accounting services for the Yavapai-Apache Nation.

**QUALIFICATIONS:**
- Prefer a Bachelor’s Degree in Accounting or Business Administration, or an appropriate combination of education and experience.
- Three (3) years of experience in Fund (Governmental) accounting preferred
- Working knowledge of accounting principles and government grant reporting.
- Prior supervisory experience a plus.
- Able to operate various computer data base systems, MIP accounting software experience a plus.
- Advanced computer skills required
- High proficiency in Excel required
- Must have a valid Arizona Driver’s License and be insurable with the Nation’s auto insurance policy and sustain insurability throughout the duration of employment.

**DUTIES AND RESPONSIBILITIES:**
- Develop and maintain financial statements and general ledger accounts
- Issue monthly Financial Reports to all department Managers and Directors
- Balance internal funds and maintain trial balance for each fund.
- Maintain fixed assets accounts to include purchasing, disposal and depreciation schedules
- Prepare adjusting and month-end journal entries.
- Periodically review and reconcile posted General Ledger entries
- Monitor and maintain the accounting records for the Nation’s Self-Funded Health Insurance program.
- Prepare and submit federal and state quarterly and annual payroll tax reports.
- Calculates and prepares W-2 and 1099 statements in accordance with IRS regulations
- Assist with research and responses to requests for information and/or audit questions from taxing agencies
- Maintain and reconcile Inter-Company/Fund balances
- Manage the Per-Capita and Minor Trust distribution processes
- Maintain Accounts Receivable records
- Manage the Bank Reconciliation process
- Troubles shoot accounting software problems and maintain software updates.
• Submit monthly reports to Finance Director.
• Must have a high degree of adaptability and exercise sound judgment, tact and professional attitude
• Maintain professional education and attend industry related meetings/conferences to keep abreast of changes in requirements, which affect the Nation and current trends in the accounting field
• Maintain a positive working relationship with Tribal employees, visitors and vendors
• Accomplishes other job-related duties and special projects assigned by supervisor or delegate

**Physical Requirements**

How to apply: Please submit your resume and application to:
Yavapai-Apache Nation / Human Resources
2400 W. Datsi / Camp Verde, AZ  86322
P:  928-567-1062 / Fax:  928-567-1064
www.yavapai-apache.org

INDIAN PREFERENCE:
Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE FINGERPRINTING**