

JOB OPENING ANNOUNCEMENT

Job Title: Enterprise Accountant

Report To: Finance Director

Department: Finance

Job Vacancy: YAN-22-031

Status: Full-Time; Exempt

Starting Wage: DOE

Opening Date: 06/06/2022

Closing Date: 06/17/2022

POSITION DESCRIPTION:

Enterprise (SEO) Duties:

Assists the Business Board and the management of the Nation's Subordinate Economic Organizations (SEOs) to maintain accurate and complete financial records and reports. Monitors the banking, payroll and operating expenditure activity and provides financial statement analysis to the Board and SEO management. Ensures that bank reconciliations are current and accurate. Assists the Business Board and SEO management with cost/benefit analysis and pro-forma analysis of proposed projects. Assists SEO staff to close their books annually and prepare for Audits. Assist SEOs with the annual budget process. Assists SEO management to solve problems and identify opportunities and threats. Works with the SEO staff and independent auditors to ensure timely audit reports. Required to present monthly financials to the Board and Tribal Council as needed.

Tax Compliance Duties:

Assists the Tribal Treasurer to monitor tax reporting and code compliance. Provides monthly financial reports and conducts routine audits to ensure accurate tax collections.

QUALIFICATIONS:

- BA Degree in accounting or Finance is required.
- 6-8 years of experience in the accounting field, with progressive responsibility.
- Minimum of 3 years of supervisory experience in a management role.
- Excellent oral and written communication and analytical skills
- Advanced skill in MS Excel.
- In-depth understanding of accounting software applications of MIP, Microix Workflow, Budgets, and applicable web-based software, Banks, Vendors.
- Ability to positively represent the YAN by projecting a professional and positive image to the Community.
- Certified Public Accountant (CPA) or CPA candidate preferred.
- Prior experience with Native American Tribes and Tribally owned businesses preferred.
- Demonstrated ability to interact with a diverse population of employees, and external contacts.
- Preference given to qualified Yavapai-Apache Tribal members.
- Demonstrated ability to foster a team environment, multi-task efficiently and maintain positive working relationships.
- Must have a valid Arizona Driver's License, be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.

DUTIES AND RESPONSIBILITIES:

- Prepare the monthly, annual, and YTD, Financial Statements, including Budgets for each SEO, in a timely matter
- Manage and maintain the SEO Trial Balance on a monthly and annual basis
- Assists the Business Board or YAN Executive Leadership and SEO management to maintain accurate and complete financial information in MIP Financial System
- Monitors the banking, payroll and operating expenditure activity and provides financial statement analysis and graphs to the Board and SEO Management.
- Ensures that bank reconciliations are current and accurate.
- Assists the Business Board or YAN Executive Leadership and SEO Management or YAN Executive Leadership with cost/benefit analysis and pro-forma analysis of proposed projects.
- Assists SEO staff to close their books monthly/annually by mid-month, and prepare for Audits.
- Works with the SEO Staff, Enterprise Bookkeeper, and independent auditors to ensure timely audit requests are processed.
- Oversee and approve the Enterprise Bookkeepers accounting processes and reconciliation schedule
- Service as a backup or support to the Enterprise Bookkeeper as needed
- Assists with the annual budget process using budget software, supporting schedules.
- Attend SEO Board or YAN Council meetings to provide financial information
- Assists SEO Management or YAN Executive Leadership and Finance Director to solve problems and identify opportunities and threats to their business operations.
- Works with the SEO staff and independent auditors to ensure timely audit reports.
- Coordinates with the YAN Controller to reconcile inter-fund payroll, payables and receivables with the Nation.
- Ensure Balance Sheet accounts are reconciled for Assets, Liabilities, Revenue, Cost of Goods Sold, and Expenses, including Cash, AR, Prepaid, Fixed Assets, AZ Lottery, Jackson Fuel, Sonic accounts, EBTs, and other accrual balance sheet accounts.
- Reviews tax report submissions for accuracy and completeness
- Compile monthly tax compliance reports and provide meaningful analysis of the same.
- Conducts tax record audits to compare reported sales volumes and code compliance between various reporting agencies and entities.
- Maintain YAN Tax License records to include tracking license fees and upcoming renewals.
- Ensure that YAN tax forms are updated as needed and signed by Finance Director
- Maintain and approve requests using Microix Workflow
- Other duties as assigned

Physical Requirements

The employee must occasionally lift and/or move up to ten pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit, talk or hear, stand, walk, use hands to finger, handle or operate objects, tools or controls, and reach with hands and arms.

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**

