

JOB OPENING ANNOUNCEMENT

Job Title: Staff Accountant

Report To: Assist Director/Controller & Director

Department: Finance

Job Vacancy: YAN-23-012

Status: Full-time; Exempt

Starting Wage: DOE

Opening Date: 2-6-2023

Closing Date: 2-17-2023

POSITION DESCRIPTION:

The Staff Accountant will provide paraprofessional assistance to the Finance Department on matters relating to all aspects of Accounting.

QUALIFICATIONS:

- BS or BA degree (4 years) in Accounting or Business Administration or an appropriate combination of education and experience.
- Prefer at least one year's experience in Fund (Governmental) accounting.
- Ability to read, analyze and interpret banking data and knowledge of banking operations.
- Able to operate various computer data base systems, MIP accounting software experience a plus.
- Ability to reconcile complex bank statements.
- Must have strong math skills.
- Must have strong computer skills including the use of the Microsoft Office Suite
- Ability to communicate effectively, both orally and in writing.
- 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:

- Calculate the weekly 941 Federal Withhold, FICA, Medicare and State withholding and report the tax to the proper agencies
- Backup to weekly 401k payments.
- Process void checks
- Reconcile and Tribal Secretary's credit card receipts and follow-up on missing receipts
- Monitor cash in the General Fund.
- Communicate with financial institutions regarding routine banking issues, i.e. Stop payments and deposits from funding agencies.
- Maintain appropriate communication links with individuals, departments, and outside entities.
- Assist the General Ledger Accountant and the Controller with the annual audit.
- Verify account balances at year end prior to annual audit. Accrue all applicable Revenue/expenses at year end.
- Post adjusting journal entries, as requested.

- Ensure all entries are accounted for and adequate supporting documentation is attached.
- Reconcile Tribal Court Bank Accounts
- Other duties as assigned by the Finance Director or Controller

Physical Requirements

The employee should have specific vision abilities required by this job to include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is required to sit; talk; or hear; stand; walk; use hands to operate computer.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**