



SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources
11404 Moorage Way
La Conner, WA 98257
Phone (360)466-7353 | Fax (360)466-1348

Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy ?	
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ?	

Indian Preference in Hiring shall apply to Swinomish Indian Tribal Community job opportunities.

JOB TITLE: Accountant II

DEPARTMENT: Finance

POSITION SUMMARY: The Accountant II is a multi-tasking accounting position with responsibility for employee benefit administration and distribution of information to staff.

Supervised by: Chief Financial Officer

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop general knowledge in all areas of the Accounting Department
- Maintain vendor files in accounting software
- Prepare and transfer bi-weekly 401K file to Fidelity and bank
- Prepare quarterly 941 and ESD reports
- Prepare annual W2 reports reconciling quarterly tax reports to annual reports.
- Prepare annual 1099 statements
- Medicaid Match quarterly reporting
- Prepare bank reconciliations
- Upload ACH files to bank – Payroll and AP
- Upload Positive Pay files to the bank.
- Process Various federal, state and local information and tax returns
- Monitor and research stale dated checks for AP and Payroll
- Assist other positions in the Accounting Department as needed.
- Assist with IRS communication as needed
- Other duties as assigned

MINIMUM QUALIFICATIONS

- Associates Degree in Accounting, Business or Similar
- 5 or more years of experience in accounting or similar field

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Proficient in Microsoft Office Programs, especially Excel.
- Proficient with 10-Key.
- Ability to work well with others. Able to interact with other teammates regarding work and willing to help those who need additional help
- High attention to detail and accuracy
- Strong understanding of the payroll process and payroll taxes.

WORK ENVIRONMENT AND TIME COMMITMENT

1. Work schedule is 40 hours per week. This is a full-time position.
2. Tasks are performed mostly indoors in both a clinical setting and an office environment.
3. Considerable time may be spent at a computer work station in the performance of administrative tasks.
4. Work may be performed under highly stressful conditions, and may involve extended periods of sitting, standing or walking.

EMPLOYMENT CONDITIONS

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of Accountant II is considered to be an exempt “standard hour” position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.

Employee: _____

Date: _____

Supervisor: _____

Date: _____