



# SWINOMISH INDIAN TRIBAL COMMUNITY

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

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

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

**JOB TITLE: Accountant I**

**DEPARTMENT: Finance**

**POSITION SUMMARY:** The Accountant I position has responsibility for processing all accounts payable for the Tribal government including credit cards, travel, reoccurring, and individual accounts payable payments.

**Supervised by:** Chief Financial Officer

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Develop general knowledge in all areas of the Accounting Department
- Process accounts payable & travel payable for all tribal government departments
- Ensure documentation is matched to correct payment
- Ensure adequate documentation to support all payments
- Serve as main backup to other accounts payable staff members
- Reconcile credit card charges and travel by ensuring adequate receipts are received and entered into the system
- Ensure checks get signed by authorized signer
- Ensure all backup received by end of day Tuesday are processed same week for Thursday payment
- Follow up on credit card charges that are missing in Microix
- Reconcile all Travel advance payments
- Be Aware of personal or fraudulent charges on Tribal credit cards
- Ensure the Tribe gets reimbursed for amounts advanced for travel
- Advise and respond to inquiries from non-accounting staff and departments on procedures for accounts payable, credit card charges, and travel

- Assist other positions in the Accounting Department, as needed
- Other duties as assigned.

**MINIMUM QUALIFICATIONS**

- High School Diploma or GED
- 5 or more years of experience in accounts payable

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- High attention to detail and accuracy
- Proficient in Microsoft Office, especially Excel and Outlook
- Proficient in accounting software like Microix, MIP, and Quickbooks
- Strong organizational skills and ability to work under pressure
- Ability to work well with others
- Ability to maintain confidentiality with financial matters

**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 I 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: \_\_\_\_\_