



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: Senior Accountant

DEPARTMENT: Finance

POSITION SUMMARY: The senior accountant is a high level, detailed position with responsibility for review and monitoring of all accounts. This position will be responsible primarily for General Ledger Reconciliation and serving as a key compliance position to ensure proper segregation of duties. This position will work closely with other accounting personnel and serve as a backup as needed for all accounting positions when needed.

Supervised by: Chief Financial Officer

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop general knowledge in all areas of the Accounting Department
- Manage, reconcile, and post transactions to the general ledger
- Reconcile and monitor key balance sheet accounts; Process and reconcile Enterprise Account Receivables
- Manage, reconcile, and post transactions to the fixed asset system including tagging new equipment, recording of equipment dispositions, and bi-annual fixed asset inventories
- Administer tribal procurement policy, including contract and compliance review.
- Provide backup for payroll and accounts payable, and assist other positions in the Accounting Department as needed
- Cash receipts processing and reconciliation
- Accounts Payable Expense and Purchase Order review and approval
- **Account Management for Tallwhalt 1 & 2 Mortgage accounts and rentals, including but not limited to posting of payments & billing, monthly statement preparation, annual interest statements for tax reporting, and other related duties for the financial management of the SITC Housing Division.**

- Assist comptroller with preparation of the annual audit schedules and confirmations.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

- Bachelor degree in accounting or similar field
- 5+ years of experience working in accounting or similar field
- Certified Public Accountant Preferred

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Expert level skills with Microsoft Excel, VBA preferred
- Grants Compliance Knowledge
- Fund Accounting Experience Preferred

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 Senior Accountant 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: _____