

Employment Opportunity



8802 27th Ave NE, Tulalip, WA 98271
Office: 360-716-5030

JOB TITLE: Salish Enterprise Accountant

PAY RANGE: \$34.27 - \$51.42

DEPARTMENT: Tulalip Tribal Federal Corporation Finance

JOB DESCRIPTION: Under the direction of an assigned supervisor, perform a variety of accounting duties in support of assigned accounts and functions such as accounts payable, accounts receivable, purchasing, and billings; prepare and maintain a variety of financial and statistical records and reports.

TO APPLY: Please visit

<https://www.quilcedavillage.org/Government/Departments/HumanResources/Employment> or contact TTFC HR at 360-716-5030. For existing employees, you may complete the web form application located on the self service portal at <https://quilcedavillagewa.munisselfservice.com/ess/employmentopportunities/default.aspx>.

NOTE: The Tulalip Tribes publicly announces that Indian Preference in hiring applies to Tulalip job opportunities.

EMPLOYEE CLASSIFICATION: Non-Exempt

EMPLOYEE REPORTS TO: Enterprise Finance Manager

EMPLOYEE SUPERVISES: None

EDUCATION:

- High School Diploma or GED
- Minimum Associates degree in accounting/finance or related. Degree can be replaced by five years of experience in applicable similar position.

SKILLS:

- Perform a variety of complex accounting duties in support of assigned accounts and functions.
- Prepare and maintain accurate financial and statistical records and reports, including monthly Profit & Loss for assigned accounts.
- Compare numbers and detect errors efficiently. Make arithmetic computations with speed and accuracy.
- Reconcile, balance, adjust, and audit assigned accounts.
- Manage day to day AP Processing
- Manage day to day AR Processing.
- Calculate, report, and file all applicable taxes.
- Operate standard office equipment including a computer and assigned software.
- Understand and follow oral and written instructions.

- Meet schedules and timelines.
- Communicate effectively both orally and in writing.
- Proficient in Microsoft Office; strong Excel skills abilities a must
- Establish and maintain effective working and cooperative relationships with coworkers, management, vendors, and clients.

EXPERIENCE:

- Minimum two years' experience in accounting/finance
- Methods, procedures, and terminology used in clerical accounting work.
- Financial and statistical record-keeping techniques.
- Preparation, review, and control of assigned accounts.
- Preparation of financial statements and comprehensive accounting reports.
- Data control procedures and data entry operations.
- Modern office practices, procedures, and equipment.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Arithmetic computations.
- Preparation of spreadsheets.

OTHER REQUIREMENTS:

- Perform related duties as assigned.
- Must be able to work independently with self-direction.
- Perform other duties as deemed necessary.

PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- While performing the duties of this job, the employee is regularly required to sit and use hands to handle or feel. The employee is frequently required to reach with hands and arms and talk or hear. The employee is occasionally required to stand, walk, climb or balance and stoop, kneel, crouch, or crawl. The employee must be able to lift or move up to 10 pounds and occasionally lift or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

SPECIFIC JOB PERFORMED:

Assigned accounts referenced below -Salish (all bullet points below). Quil Ceda Creek Counseling, Tulalip Pharmacy, and Tulalip Tribes Federal Corporation Administration (everything related to Accounts Payable below)

- Perform a variety of clerical accounting duties in support of assigned accounts and functions such as accounts payable, accounts receivable, payroll, purchasing, grants and billings; review accounts for errors and make appropriate adjustments.

- Calculate, assemble, match, sort, tabulate, review and post a variety of financial and statistical data; review, adjust and assure accuracy of ledgers and journal entries; balance, adjust and reconcile accounts; review data for accuracy and completeness.
- Receive, review and verify a variety of accounting information; input a variety of accounting data into an assigned computer system; initiate queries, develop spreadsheets and generate a variety of computerized lists and reports; maintain automated financial records.
- Compile information, prepare and maintain a variety of financial and statistical records and reports related to purchase orders, invoices, income, expenditures, budgets and assigned accounts; prepare and reconcile statements, ledgers, balance sheets and other financial documents.
- Receive, process, sort, code and file purchase orders, claims, requisitions, and invoices as assigned; prepare invoices for payments; verify invoices and match with purchase orders, checks and receivers; maintain contact with vendors to modify and clarify invoices and resolve discrepancies.
- Assist designated departments and programs in the maintenance and evaluation of budgetary records and data as assigned; monitor funds for income and expenditures; calculate, prepare, and revise budgetary data.
- Process accounts receivable as assigned; collect, receive, code, and verify incoming monies; prepare and process receipts; check money totals against receipts and invoices to assure accuracy; prepare and distribute bank deposits as required; prepare invoices and arrange for billings as directed.
- Communicate with personnel and outside agencies to exchange information and resolve issues or concerns.
- Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.
- On a monthly basis, reconcile Salish billing system with current Accounting Software used by Tulalip Tribal Federal Corporation
- Complete Salish Profit & Loss statement (along with narrative) by deadline each month.
- Perform various clerical duties in support of assigned functions as required; prepare routine correspondence; duplicate and distribute materials.
- Calculate, report, and file all applicable taxes for assigned accounts.
- Work closely with any or all of the following industries: cannabis, liquor, tobacco, methadone, pharmaceuticals, fuel.

TERMS OF EMPLOYMENT:

This is a Regular Full-time position, requiring at least 40 hours per week, or 2080 hours per year. Employee may be required to work after hours, weekends, special events and/or on call. Employees will be required to work on-site, no telecommuting. No provisions for relocation will be provided.

Disclaimer: The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.