

Employment Opportunity

8802 27th Ave NE, Quil Ceda Village, WA 98271
Office: 360-716-5000 • www.QuilCedaVillage.org



Quil Ceda Village
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JOB TITLE: Finance Accountant

DEPARTMENT: QCV Finance

JOB DESCRIPTION: Under the direction of an assigned supervisor, perform a variety of payroll and clerical 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: Complete the web form application located on the Quil Ceda Village Self Service portal: <https://ess.tulaliptribes-nsn.gov/MSSQCV/employmentopportunities/default.aspx>. For more information or questions, please visit: <http://quilcedavillage.org/Employment> or call Quil Ceda Village HR at 360-716-5016.

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

EDUCATION:

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

SKILLS:

- Strong organizational skills to maintain payroll files
- Excellent communicator, both verbal and written, with the ability to clearly exchange information and resolve issues or concerns with coworkers, management, and outside agencies
- Experience with accounting software and processing payroll through the software
- Work within deadlines and be detail oriented
- Willing to learn other duties
- Perform a variety of complex clerical accounting duties in support of assigned accounts and functions
- Compare numbers and detect errors efficiently
- Reconcile, balance and audit assigned accounts
- Assemble, organize and prepare data for records and reports
- Understand and follow oral and written instructions

- Meet schedules and timelines
- Perform various clerical duties in support of assigned functions
- Operate a variety of office equipment including calculator, copier, fax machine, computer and assigned software

EXPERIENCE:

- Minimum two years' payroll experience with more than 50 employees
- 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.
- Must have a minimum of two years' experience with accounting software and Microsoft Office including Excel, Word, and Outlook.
- Modern office practices, procedures and equipment
- Interpersonal skills using tact, patience and courtesy
- Data control procedures and data entry operations

OTHER REQUIREMENTS:

- Must have tolerance and professionalism under stressful conditions or when dealing with employees
- Attend job related trainings as deemed necessary
- Work evenings, weekends, and /or holidays as needed or requested
- Work under pressure to meet deadlines
- Must maintain strict confidentiality at all times
- Perform related duties as assigned

PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- Lifting and bending
- Manual and finger dexterity and eye-hand coordination for operation of personal computer and paperwork
- Stamina to sit for prolonged periods of time

SPECIFIC JOB PERFORMED:

- Perform bi-weekly payroll, coordinate payroll process and integrate information from time keeping software with accounting software, prepare payroll journals, process both voluntary and involuntary deductions, update all applicable spreadsheets, track and review leave accruals, review and verify accuracy of timesheets, verify available leave balances in comparison to leave slips, review and verify early check and draw requests, provide employees and managers with leave balance accruals, prepare W-2's, ensure all taxes, fee, and withdrawals are filed and paid on time.

- 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 and 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.
- Perform various clerical duties in support of assigned functions as required; prepare routine correspondence; duplicate and distribute materials.

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. Upon successful completion applicable probationary period employee may be eligible for an increase in pay, subject to budgetary restriction. 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.