

Employment Opportunity

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



JOB TITLE: ENTERPRISE ACCOUNTANT

DEPARTMENT: FINANCE

JOB DESCRIPTION: UNDER THE DIRECTION OF AN ASSIGNED SUPERVISOR, PERFORM A VARIETY OF CLERICAL ACCOUNTING DUTIES IN SUPPORT OF ASSIGNED ACCOUNTS AND FUNCTIONS SUCH AS ACCOUNTS PAYABLE, ACCOUNTS RECEIVABLE, PAYROLL, 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

EMPLOYEE SUPERVISES: ZERO

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
- Minimum two years' experience in accounting/finance

SKILLS:

- Perform a variety of complex clerical accounting duties in support of assigned accounts and functions
- Prepare and maintain accurate financial and statistical records and reports
- Verify, balance and adjust assigned accounts
- Compare numbers and detect errors efficiently
- Reconcile, balance and audit assigned accounts
- Assemble, organize and prepare data for records and reports
- Process and record accounting transactions accurately
- Prepare and reconcile statements, ledgers, balance sheets and other financial documents

- Operate standard office equipment including a computer and assigned software
- Understand and follow oral and written instructions

- Meet schedules and time lines
- Communicate effectively both orally and in writing
- Establish and maintain effective working and cooperative relationships with others
- Make arithmetic computations with speed and accuracy
- Must be proficient in Excel

EXPERIENCE:

- 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

OTHER REQUIREMENTS:

- Perform related duties as assigned

PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- Ability to sit/stand for extended periods
- Ability to lift and carry up to 20 pounds
- Manual and finger dexterity with good hand/eye coordination for operation of computer, ten-key, and filing of paperwork
- Ability to tolerate exposure to computer screens for long periods of time
- Ability to walk to and from surrounding buildings/offices

SPECIFIC JOB PERFORMED:

- 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 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 invoiced and match with purchase orders, checks and receivers; maintain contact with vendors to modify and clarify invoiced 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.