



SILETZ TRIBAL BUSINESS CORPORATION STAFF ACCOUNTANT JOB DESCRIPTION

POSITION TITLE: Staff Accountant
REVISED SALARY: \$58,000- \$62,000 DOE
LOCATION: Lincoln City, OR
CLASSIFICATION: Exempt, Full Time

Introduction:

This position is responsible for all aspects of the accounting cycle for several business enterprises of the Siletz Tribal Business Corporation. The duties include, but are not limited to, accounts payable, accounts receivable, payroll, general ledger, budgeting and reconciliations.

Requirements:

Associates degree (Bachelor's preferred) in Accounting or equivalent and two years practical experience in general bookkeeping and accounting. Working knowledge and experience with Corporate Profit & Loss, Balance Sheet and Cash Flow financial statements, transaction entries, banking - statement reconciliation, deposits, check ordering, etc., payroll preparation and accounting, state & federal tax filing, project accounting, debt instruments and entries into accounting system and fund accounting entries. Ability to keep timely and accurate accounting records for multiple corporations simultaneously. Knowledge of computer operations, software and hardware. Ability to use a ten-key and other office equipment. Must have a valid Oregon State Driver's License. Must occasionally work weekends and evenings. Must adhere to confidentiality of information. Conditions of employment include passing a background investigation.

Duties:

Record in accounting system daily sales reports for STBC enterprises, reconcile entries with POS systems. Files appropriate tax returns for entities. Provide technical assistance and training on accounting procedures to STBC Enterprises. Full cycle bookkeeping for Tenas Illahee Childcare Center including bank reconciliations, daily sales, accounts receivable, and preparing financial statements. Manage payroll for STBC and other entities. Prepares 401k uploads, tax reporting, vendor payments and reconciliations. Processes 1099s and W2s for all required parties. Assists with payables and receivables. Ensures compliance, accuracy, and timeliness. Oversight of STRCP program. Assists with training of staff, reviews loan setup, payments, and reporting for accuracy. Fixed asset management. Maintains depreciation schedules for all fixed assets for STBC Properties and Enterprises. General ledger maintenance and entries. Bank Transfers Extensive balance sheet reconciliations for all entities. Assists with year-end close and prepares documents for external auditors. Other duties as assigned.

Supervisory Controls: Work is performed under the supervision of the Controller; however, the incumbent is expected to perform independently, with only general direction and instruction. Deadlines, objectives, expectations and priorities are established by the Controller. Work will be reviewed on an

ongoing basis by the Controller for accuracy and compliance with rules, regulations, policies and procedures.

Guidelines:

Guidelines are GAAP regulations and various other funding agency accounting requirements. The employee follows verbal and written guidelines of the STBC staff, under the approval of the STBC CEO. Guidance is also derived from procurement regulations, catalogs, and customary business practices. Guidelines include Tribal travel regulations, operations and personal manuals, automobile and building policies. Work is also performed within the Siletz Tribal Business Corporation Operations and Personnel manuals.

HOW TO APPLY:

All applicants must submit a STBC "Application for Employment Form". Applications must be received by the closing date of this announcement to receive consideration. TO RECEIVE CREDIT FOR TRAINING OR EDUCATION, DOCUMENTATION MUST BE PROVIDED. If applying for more than one position, separate applications will be required for each position.

SEND APPLICATIONS TO:

Confederated Tribes of Siletz Indians
Attn: Human Resources Department
P.O. Box 549
Siletz, OR 97380
Fax number 541-444-8375 or 1-800-922-1399 ext. 1375
Human Resources 1-800-922-1399 ext. 1274
Website www.ctsi.nsn.us

Conditions of Employment:

All employees are considered "at-will" employees, meaning STBC or the employee may terminate the employment relationship at any time with or without cause or notice.

The selectee will be required to submit to a urinalysis to screen for illegal drug use before employment.

May need to provide DMV Driver Record and proof on Automobile insurance.

The Tribe's Indian Preference Policy will apply. Tribal government will not discriminate in selection because of race, creed, age, sex, color, national origin, physical handicap, marital status, politics, membership, and non-membership in an employee organization.