

Iowa Tribe of Oklahoma

Vacancy Announcement

Position: Chief Accountant

Position Number: 5604

Department: Tribal Enterprises

Location: Perkins, OK

Issuing Date: January 22, 2012

Closing Date: Until Filled



Mailing Address:
RR 1 Box 721
Perkins, OK 74059

Fax: (405)547-1092
jobs@iowanation.org

Phone(405)547-2402
<http://www.iowanation.org>

Equal Employment Opportunity Statement

The Iowa Tribe of Oklahoma does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability status in employment. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

SUMMARY:

Responsible for ensuring that all accounting activities in the Accounts Payable, General Ledger Accounting, and Payroll Divisions of the Finance Department are performed effectively and efficiently. This position reports directly to the Chief Enterprise Officer of the Iowa Tribe Enterprises.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Ensures timely and accurate reporting of the financial position of the Enterprises.
- Ensures the integrity of all financial data produced by employees under his/her span of control.
- Develops trains, advises and supports Accounting employees.
- Implement accounting standards and procedures in Tribal Enterprises.
- Ensures the integrity of all financial data produced by employees under his/her span of control.
- Monitors all financial activities on property, to ensure that all applicable laws, rules, regulations and controls of the Enterprise and the Federal and State Tax Commissions are enforced throughout the property.
- Prepares all journal entries, entering and posting entries as needed, reviews daily cash-flow reports.
- Acts as a liaison to all other departments and Tribal Treasurer with respect to financial questions.
- Ensures a maximum level of Enterprise-wide service and satisfaction, in the financial aspect of the business, is achieved and maintained.
- Facilitates the flow of information throughout the property.
- Supervises the editing of time and attendance records throughout the property.
- Cooperates with the Internal Revenue Service and the State Tax Commission, providing detailed payroll information as requested.

- Handles banking functions pertaining to the Payroll Department and resolves any discrepancies on the general ledger.
- Ensures the accurate, timely reporting of payroll information, to accomplish proper processing and issuance of paychecks for all employees on property.
- Verifies quarterly and annual tax returns, prepares reporting information for W-2 forms.
- Trouble shoots time and attendance and payroll software issues.
- Held accountable, to a very high degree, for the accuracy and thoroughness of departmental records and reports.
- Encourages mutual respect, dignity and integrity with all employees, by setting positive examples at all times.
- Instills an atmosphere that encourages employees to share ideas, discuss concerns and resolve conflicts.
- Retains employees through involvement in employee training and development.
- Explains why we do things, in advance of doing them.
- Performs other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.

SUPERVISORY RESPONSIBILITIES:

Directly supervises the activities of the employees in the Accounting Department.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Bachelor's degree in accounting, business administration or related area from a four-year college or university, and four to six years related experience. High School diploma or GED required.

SPECIAL QUALIFICATIONS:

Must possess excellent communication, organizational, and analytical skills. Experience with financial reporting, expense analysis, and financial statement interpretation required. Must be extremely numbers-oriented and computer-literate, with superior spreadsheet skills, proficiency in Microsoft Project, QuickBooks, and Excel are highly preferred. Minimum of three years experience in accounting, preferably in the Tribal Enterprise industry, with progressive supervisory/managerial experience required.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret the most complex of documents, such as technical journals, financial reports and legal documents. Ability to respond to common inquiries

or complaints from guests, regulatory agencies, or members of the business community. Ability to effectively present information in one-on-one and small group situations.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals, and work with mathematical concepts such as probability and statistical inference.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is also regularly required to stand, walk, sit, and use hands to finger, handle, or feel objects, tools or controls. The employee is occasionally required to reach with hands and arms, and to sit, climb or balance, and stoop, kneel, crouch or crawl.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

CONDITIONS OF EMPLOYMENT:

The Iowa Tribe of Oklahoma operates a drug-free workplace. The selected applicant must submit to and pass applicable drug test and maintain a valid driver's license. Additionally, selected individual must be bondable and able to pass background check.