

Iowa Tribe of Oklahoma

Vacancy Announcement

Position: BKJ CFO / Project Accountant

Position Number: 4263

Department: BKJ Solutions, Inc.

Location: Perkins, OK 74059

Issuing Date: October 26, 2007

Closing Date: November 5, 2007



Mailing Address:

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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, which relate to revenue generated on property, are in accordance with all applicable laws, rules and regulations Federal and State Tax Commissions and internal policies, procedures and controls of the BKJ Solutions Inc. This individual will maintain general ledger, reconcile accounts, process tax reporting, monitor job costing, monitor job set-up, monitor change order management, invoice clients, and oversee inventory and material management. This position reports directly to the President and CEO of BKJ solutions, Inc.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Job costing and estimating
- Code and input all construction and development invoices
- Enter all construction contracts, change orders and purchase orders into the job cost system
- Maintain the job cost report for Project Managers
- Prepare monthly construction billings in conjunction with Project Managers using Timberline Software
- Issue weekly and monthly construction checks, match to invoices, and get final approvals from construction and development associates
- Bank Reconciliation
- Responsible for reviewing and maintaining positive cash flow on each project
- Maintain subcontractor relations – resolve paperwork issues in preparation for payment
- Prepare year end reporting requirements – 1099's
- Research and audit preparation as required
- Present financial information to the Board of Directors
- 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 employees in the accounting division of BKJ Solutions, Inc.

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. Position reports directly to BKJ Solutions, Inc. President and CEO.

EDUCATION and/or EXPERIENCE:

- Prefer a bachelor's degree or equivalent experience.
- Prefer three plus years experience in construction accounting or project accounting.

SPECIAL QUALIFICATIONS:

Must possess excellent communication, organizational, and analytical skills. Experience with audits required. Must be extremely numbers-oriented and computer-literate, with superior spreadsheet skills, proficiency in Microsoft Project, QuickBooks, and Excel software highly preferred, Timberline and/or Great Plains software experience preferred. Minimum of two 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 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.