



Bois Forte Band of Chippewa

5344 Lakeshore Drive ■ Nett Lake MN, 55772 ■ 218-757-3261/1-800-221-8129

ACCOUNTING SPECIALIST

Position Description

Opens: December 17, 2018
Closes: December 21, 2018

Department:	Administration	Reports to (title):	Accounting Supervisor
Job Code:	N-10	Job Location:	Bois Forte Tribal Government Office Nett Lake, MN
Pay Range:	Min: \$15.64 Mid: \$19.545 Max: \$23.45	Supervises:	None
Hours/week:	40	Classification:	Non-Exempt
Type of Position:	Full-Time	Effective Date:	01/01/2017
		Revised Date:	01/03/2017

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as "Band").
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

The Accounting Specialist is responsible for maintaining and processing the accounts receivable records for all reservation leasing and enterprise accounts, as well as performing daily, monthly, quarterly and year-end general accounting functions for these accounts.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Closes out the front desk cash register.
2. Prepares and processes all checks received for remote banking deposits.
3. Prepares deposit tickets for all cash received for transport to bank by appropriate personnel.
4. Prepares and submits worksheet for daily cash receipt data entry batches.
5. Records and posts daily cash receipt payments to the accounts receivable module.
6. Processes monthly charges for water, sewer, solid waste, day care, housing, tribal court, leasing, and other programs as needed.
7. Reviews and prepares monthly charges, receipts, and adjustments for accounts receivable statements.
8. Distributes and/or mails monthly accounts receivable statements.
9. Balances all accounts receivable ledgers to program general ledgers.
10. Prepares and processes monthly sales tax reports, as well as quarterly Federal and State payroll tax reports.
11. Prepares and maintains elderly utility assistance accounts payable vouchers.
12. Administers employee cafeteria plan and prepares check requests as needed.
13. Administers the Band Member loan program by reviewing Band Member loan applications for completeness and forwards to financial institution for processing.

ACCOUNTING SPECIALIST

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14. Verifies accounts receivable balances for employee credit checks.
15. Prints, logs, and prepares for endorsements, all accounts payable and payroll checks.
16. Records bad debt and allowance for doubtful accounts.
17. Prepares arrears notification for employees with past due obligations to the Band and forwards to payroll for deduction.
18. Performs other job related duties assigned.

MINIMUM MANDATORY QUALIFICATIONS

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| Experience: | <ul style="list-style-type: none">• Three years of experience. |
| Education: | <ul style="list-style-type: none">• Associate's Degree in Accounting, Finance, or related field. |
| License/Certification: | <ul style="list-style-type: none">• None. |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">• Knowledge of Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards.• Knowledge of reconciling accounts, comparing account balances, reviewing records and source documents to identify discrepancies. Knowledge of reconciliation requiring analysis of adjustments and correct entries into an accounting system.• The ability to read, analyze and interpret technical procedures or governmental regulations.• The ability to write reports, business correspondence, and procedure manuals.• The ability to effectively present information and respond to questions.• Knowledge of how to perform basic math and algebraic skills, as well as the ability to compute rate, ratio, and percent.• The ability to calculate figures and amounts such as discounts, interest, proportions, percentages, etc.• Problem-solving skills involving concrete variables in standardized situations and the ability to make decisions that are varied and, in many cases, there is no precedent to draw upon.• The ability to work independently within established policies, procedures and schedules.• Ability to follow directions and work as a team member.• Ability to work efficiently under deadlines.• Demonstrated verbal and written skills.• Basic operation of a workstation (turning on/off, knowledge of basic functions and components).• Use/storage/maintenance of multiple usernames and passwords.• Use of Windows Explorer (electronic file-handling).• Computer-related problem-solving skills through the use of available trainings and help desk.• Ability to perform other duties as assigned.• A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers. |

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Accounting

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WORK ENVIRONMENT

- Work environment: The the work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.
- Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.
- Mental demands: There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally-recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

OTHER

- Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.
- Background Investigation: This position is subject to a criminal history background check, and a Fair Credit and Reporting Act (FCRA) check. Candidates must successfully pass all required background checks in order to qualify for this position.
- Drug Screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at www.boisforte.com to download an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Director, Miranda Lilya, 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-3312, mlilya@boisforte-nsn.gov. Applications received after the closing date will not be accepted.