



Quartz Valley Indian Reservation

Position Description

Job Title: Staff Accountant
Department: Quartz Valley Indian Reservation – Finance
Primary Location: Quartz Valley Indian Reservation Admin Office
Classification: Full-Time, Regular, Exempt
Reports to: Tribal Administrator
Salary: DOE

Primary Purpose

The Staff Accountant will support the Tribe's mission, vision, and values by performing professional level accounting and reporting activities and technical assistance to other finance department staff as needed.

Essential Functions

- Assists in determining necessary monthly journal entries and maintains transactions in the General Ledger.
- Prepares Balance Sheet account reconciliation and supporting schedules for closings as appropriate.
- Analyzes information and options by developing spreadsheet reports, verifying information.
- Assists the Finance Manager with compilation of data and supporting documentation of accounting records as directed.
- Coordinates the annual audits by providing supporting accounting documentation, answering auditor questions, and maintaining and understanding of process narratives.
- Works in conjunction with Tribal Administrator, Health Administrator, and Finance Manager to prepare financial statements for Business Council and Health Board.
- Assist in the development, review, and implementation of finance related policies to ensure compliance with applicable regulations and standards.
- Is available to assist other finance department staff and provide technical expertise as needed.
- Coordinates annual budget preparation with Administrators, Tribal leadership, and department heads.
- Maintain accounting of Tribal fixed assets and depreciation schedules.
- Reviews entries and processes for consistency, accuracy, and compliance with policy.

Competencies

Education

- Bachelor's Degree in Accounting, Finance, or related field.

Proficiencies

- Thorough knowledge of and ability to apply Generally Accepted Accounting Principles (GAAP).
- Understanding of health care revenue cycles, billing, claims, and adjustments.
- Interpreting administrative guidelines and applying them to the work situation.
- Working knowledge of best practices for cash management, budgeting, purchasing and payables.

Experience

- 2 years related experience.

Other Requirements

- Must be able to pass background check.
- Must adhere to Tribal drug and alcohol policy, including pre-employment drug and alcohol screening.
- Must have a valid driver's license and insurable under the Tribe's insurance policy.

Receipt and Acknowledgment

- The contents of this job description are job requirements, and, at this time, I know of no limitations that would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements are subject to change.
- Acceptable job performance includes execution of essential functions while maintaining professional conduct and compliance with all QVIR polices, including, but not limited to: QVIR Personnel, Travel, Fiscal, and Purchasing Policy.

Indian Preference:

In accordance with CFR 25, Part 276 and in accordance with Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies will be given to qualified American Indian candidates.

Veteran Preference:

In accordance with QVIR Personnel Policy, applicants with documented Veteran status (such as DD-214) will be given preference in filling vacancies.

For questions regarding this position description, including applications, please contact Quartz Valley Indian Reservation Human Resources at 530-468-5907 or humanresources@qvir-nsn.gov

Employee signature below constitutes employee's understanding of the essential functions, competencies, and requirements of the position.

_____ Print Name	_____ Signature	_____ Date
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Approved

_____ Business Council or Health Board	_____ Signature	_____ Date
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