

YUROK TRIBE-JOB DESCRIPTION

Accountant II

Job Title:	ACCOUNTANT II	Job Grade	9
Department	Benefits – Self Insurance	Location	Yurok Offices
Reports To:	Benefits Director	FLSA Status	Non-Exempt
ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE			
Salary Range	\$26.44-34.50		

POSITION SUMMARY:

Under the general direction of the Benefits Director, this position will coordinate and perform professional and technical responsibilities related to the tribe's financial operations as it pertains to self-insurance; assist in maintaining control over fiscal information system by monitoring and analyzing financial records, preparing and interpreting monthly and annual financial reports and assuring that the Tribe and the Tribe's component units are complying with Tribal, State and Federal policies, procedures and regulations, as it pertains to the accounts for self-insurance.

DUTIES AND RESPONSIBILITIES:

1. Computes, classifies, records, and verifies numerical data for use in maintaining the accounting records .
2. Understand, interpret and apply complex regulations or procedures.
3. Effectively use accounting systems to store and retrieve data.
4. Clearly communicate orally and in writing with all levels of departmental staff.
5. Provide accurate information when requested.
6. Elicit cooperative working relationships with other departments.
7. Prepare complex financial statements and reports, such as cost reports, revenue, and balance sheets.
8. Verifies and posts details of all self-insurance transactions, such as funds received and disbursed, and total accounts to ledgers or computer spreadsheets and databases.
9. Reconciles report discrepancies and problems.
10. Codes data for input to financial data processing system according to company procedure.
11. Assists employees, vendors, clients, by answering questions related to accounts, procedures and services.
12. Apply Tribal, Federal, State and Local laws, ordinances and regulations to accounting and auditing work.
13. Make sound decisions and recommendations consistent with essential functions.
14. Ability to work independently.
15. Reconcile all claims accounts in detail to correlate with wire transfers.
16. Reconcile the claims trust accounts, and bank statements.
17. Must maintain confidentiality at all times.
18. Perform duties as deemed necessary to meet the needs of the department.

SUPERVISORY RESPONSIBILITIES:

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No direct supervisory responsibility is anticipated.

MINIMUM QUALIFICATIONS:

1. Requires specialized knowledge of governmental and grant financial reporting procedures.
2. Must pass accounting test with acceptable results.
3. Knowledge of auditing and fiscal management, accounting systems and data processing, financial administration, budgeting and reporting.
4. Ability to communicate effectively with staff and the public, using tact and discretion, and responding to questions, comments and complaints from staff and citizens in a professional manner.
5. Ability to compose correspondence and other related materials while effectively employing principles of good correspondence.
6. Ability to perform complex mathematical calculations with error free accuracy.
7. Ability to develop computer spreadsheets using complex formulas and a variety of financial and other mathematical functions. Pass Excel test with acceptable results.
8. Must have skill in using Abila MIP Software, or any other specialized insurance software.
9. Able to work within established guidelines with little direct supervision.
10. Ability to understand and interpret legal documents and federal, state and local regulations.
11. Able to operate a ten-key adding machine.
12. Demonstrate required skill in the use of technology and the ability to adapt to new technologies, troubleshoot technological problems; uses technology to increase productivity; keeps technical skills up to date.
13. Must be competent in skills and knowledge of self-insurance; keep abreast of current developments.
14. Must have knowledge of the ACA and related tracking and preparation of IRS documents and filings.
15. Must display understanding of how job relates to others; use resource effectively.
16. Qualified Indian preference applies.

EDUCATION/EXPERIENCE:

A Bachelor Degree in Business with accounting emphasis from an accredited college or university or business college equivalent in accounting with emphasis on governmental accounting and a minimum of two (2) years progressively responsible experience in accounting, or Associate degree or equivalent from two-year college or technical school; and four (4) years of work experience working with self-insurance

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol Policy including pre-employment screening.
2. Must pass a comprehensive background check.

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3. Valid California Driver's license and insurability under the Motor Vehicle Policy during term of employment.
4. Must possess ability to maintain strict confidentiality of records and information pertinent to the nature of the work. Violations of this major requirement may result in immediate termination of employment.
5. LANGUAGE SKILLS: Must have the ability to read and comprehend simple instructions, short correspondence, and memos, also to write simple correspondence. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
6. REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.
7. PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 20 pounds.
8. VISION REQUIREMENTS:
 - Close vision (clear vision at 20 inches or less).
 - Color vision (ability to identify and distinguish colors).
 - Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
 - Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, _____ (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

Employee Signature

Date

Employee #

Supervisor Signature

Date