YUROK TRIBE-JOB DESCRIPTION

Accountant II

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>ACCOUNTANT II</th>
<th>Job Grade</th>
<th>9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Fiscal</td>
<td>Location</td>
<td>Klamath</td>
</tr>
<tr>
<td>Reports To:</td>
<td>Finance Director</td>
<td>FLSA Status</td>
<td>Non-Exempt</td>
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**POSITION SUMMARY:**

Under the general direction of the Finance Director, this position will coordinate and perform professional and technical responsibilities related to the tribe’s financial operations; 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 well as Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB) pronouncements. Review work of Bookkeepers.

**DUTIES AND RESPONSIBILITIES:**

1. Understand, interpret and apply complex regulations or procedures.
2. Effectively use accounting systems to store and retrieve data.
3. Clearly communicate orally and in writing with all levels of departmental staff.
4. Provide accurate information when requested.
5. Elicit cooperative working relationships with other departments.
6. Prepare complex financial statements and reports.
7. Apply Tribal, Federal, State and Local laws, ordinances and regulations to accounting and auditing work.
8. Make sound decisions and recommendations consistent with essential functions.
9. Ability to work independently.
10. Must maintain confidentiality at all times.
11. Perform duties as deemed necessary to meet the needs of the department.

**SUPERVISORY RESPONSIBILITIES:**

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.
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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. Able to work within established guidelines with little direct supervision.
9. Ability to understand and interpret legal documents and federal, state and local regulations.
10. Able to operate a ten key adding machine.
11. Valid state issued driver’s license and/or the ability to obtain a California or Oregon driver’s license. Must be insurable on the Tribe’s insurance policy.
12. All applicants are subject to the Tribe’s Drug and Alcohol Free Workplace Policy including pre-employment screening.
13. 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 three (3) years progressively responsible experience in accounting.

LANGUAGE SKILLS:

Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

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.

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 may occasionally lift and/or move up to 50 pounds.

VISION REQUIREMENTS:

- Close vision (clear vision at 20 inches or less).
- Color vision (ability to identify and distinguish colors).
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• 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

2020 (RS)