

Kickapoo Tribe in Kansas Job Description

Title: Accounting Director

Position: Full time

Location: Accounting Department

Supervisor: Tribal Treasurer

Position Description:

Oversee all aspects of the outsourcing of the Tribe's Accounting Services. Supervises an accounting staff performing payroll/benefits; property management functions/GSA vehicles; revenue collection and procurement. Provide leadership on the Tribe's yearly audits. Serves as the Tribe's Procurement Officer. Process and performs all accounting functions in an environment using Generally Accepted Accounting Principles, (GAAP).

Position Responsibilities:

Establishes and maintains a central supply area for common-use supplies, and distributes these supplies to the appropriate departments as requested.

Allocates building lease costs to the appropriate department budget in accordance with Title 25 CFR, Subpart H—Lease of Tribally-Owned Buildings by the Secretary.

Prepares documents to be forwarded to the external auditors consistent with GAAP including GASB 34 & 36.

Reviews General Ledger and prepares any necessary journal entries, and performs research on prior years transactions for the annual audit.

Ensures all Procurement and property management policies and procedures are followed for the Tribe.

Ensures that the Standards for Tribal or Tribal Organizations and Management Systems 25CFR 900.35 et. seq. are followed by the tribe.

Oversees the Tribe's Payroll and Benefit Calculation process in accordance with all policies and procedures.

Oversees the GSA vehicles and ensures all policies and procedures and regulations are followed.

Ensures all revenue is collected and deposited in accordance with GAP and Tribal policies and procedures.

Other duties as assigned that are related to property management, procurement and auditing.

Guidance and Decision Making:

Guidelines are in the form of stated objectives for the unit, function or project. Work assignment is generally unstructured and employee is responsible for assigning and supervising a variety of functions to achieve the objectives of the unit or project. Employee is responsible for coordinating and supervising several tasks in which several phases may be in progress at once. Duties performed involve weighing and evaluating many factors requiring judgment, analytical ability, and problem solving. Work may be discussed with higher level management and reviewed for soundness of judgment and feasibility of decisions.

Interpersonal Communications:

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered, or presented shall be in a pleasant, and professional manner at all times.

Physical Demands:

This position requires sitting, reaching, handling, grasping with hands, working with fingers, talking, expressing or exchanging ideas, hearing, and repetitive motions. This position requires the ability to lift up to ten (10) pounds. Vision requirements; ability to see clearly at 20 inches or less.

Mental Demands:

Mathematical reasoning; oral comprehension; and written comprehension.

Working conditions:

Subject to many interruptions.

Qualifications:

Bachelor's degree in Accounting or Finance from an accredited university. Relevant experience may substitute with 18 credit hours of accounting and finance courses from an accredited university. Familiarity with accounting software and two years experience in supervision strongly preferred. Successful experience performing all desired accounting functions in a government setting preferred.

Privacy Act:

The Accounting Director shall comply with all requirements and provisions of Subpart D, of 43 CFR, Part 2, which implements the Privacy Act (5USC 522a) (i) (l).

Drug Free Workplace Policy:

As a condition of employment, applicants must consent to pre-employment drug testing prior to date of hire, and abide by the Drug Free Workplace Policy while employed by the Kickapoo Tribe in Kansas.

Indian Preference Policy:

Preference in filling vacancies is given to qualified Indian candidates in accordance with Indian Preference Act of 1934 (Title 25, USC, Section 472) and Tribal Employment Rights Ordinance (TERO). Verification must be submitted with the application if claiming Indian Preference. Consideration will be given to non-Indian applicants in the absence of qualified Indian Preference eligible.

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