
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

HUMAN RESOURCES

P.O. Box 129, N5384 US 45 Watersmeet, MI 49969
Phone: 906-358-4226 Fax: 906-358-4913



JOB DESCRIPTION

POSITION: Staff Accountant

DEPARTMENT: Accounting

REPORTS TO: Director of Finance

LOCATION: Tribal Offices

EMPLOYMENT: Full-time

SALARY: TBD

DESCRIPTION:

The Staff Accountant will be responsible for entry and accuracy of entries to ledger accounts and reconciles subsidiary ledger accounts to the general ledger. Assist in maintaining financial records and ensuring that financial transactions are properly recorded. The Staff Accountant will assist in analyzing revenues, financial commitments, and expenses. Be able to compile financial data to aid the Finance team in the preparation of Tribe's financial statements and other financial reports.

DUTIES AND RESPONSIBILITIES:

- Performs general ledger account reconciliations, verify accuracy of data, and report, identify, and correct errors made by both internal and external personnel.
- Support timely monthly, quarterly, half-year, and year-end financial close, including assigned journal entries, balance sheet account reconciliations, accruals, and overall maintenance of all operational management accounts.
- Assists in providing schedules and commentary with respects to operating maintenance accounts results and variances.
- Maintain and update records and reports relating to taxes, liabilities, and assets.
- Maintain records on designated grants, preparing and filing reports to granting agencies on a timely basis. Provide support for grant accountants in reporting, budgeting, and compliance.
- Prepares monthly revenue accruals.
- Prepares journal entries as needed.
- Conduct month end close and assist with journal entries with minimal supervision.
- Maintain, implement, and adhere to internal controls. Also ensure that accounting procedures comply with GAAP.
- Become familiar with intercompany billings, transactions, and reconciliation.
- Periodically maintain and reconcile journal entries.
- Manage reconciliation, depreciation, and fixed asset ledgers.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- A bachelor's degree or the equivalent in Finance, Accounting, or related field. Consideration will be given to a strong candidate with an Associate degree.
- 3-5 years of experience in the Accounting field.
- Must have strong organizational and multi-tasking skills.
- Must be able to work well with others or alone, under minimal supervision.
- Must be able to work well under pressure and adhere to strict deadlines. Advanced computer experience required; 10-key by touch, Microsoft Office, Database.
- Must pass applicable background checks and other pre-employment screening.

- **NOTE TO APPLICANTS:** Please be advised a background clearance will be required as a condition of employment. Additionally, a pre-employment drug-screening which identifies the 4 following substances: Amphetamines, cocaine, opiates, and phencyclidine is required.

PREFERRED QUALIFICATIONS:

- Tribal financial accounting experience.
- SAGE INTACCT programming experience.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, stoop, walk, sit, handle, or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Position may require exertion up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently or constantly lift, carry, push, pull or otherwise move objects. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:

Work is performed in an office setting. The noise level in the work environment is usually low to moderate. This job routinely uses standard office equipment such as computers, telephones, photocopiers, and fax machines. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.

Lac Vieux Desert Band of Lake Superior Chippewa – Our Mission: To provide a better life for this generation, the opportunity for successive generations to carry on, and to provide the basis for Native American self-sufficiency among its constituency and all native peoples – today and always.

Date Approved by the Tribal Council: Wednesday, December 18, 2019

**Lac Vieux Desert Band of Lake Superior Chippewa Indians
Human Resources Department**

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