



The Klamath Tribes
501 Chiloquin Blvd/P.O. Box 436
Chiloquin, Oregon 97624

Phone: (541) 783-2219
HR Fax: (541) 783-2836

EXEMPT _____
NON-EXEMPT X

OPEN: 01/12/23
CLOSE: UNTIL FILLED

POSITION DESCRIPTION

POSITION: CHIEF ACCOUNTANT

RESPONSIBLE TO: Fiscal Comptroller

SALARY: Step Range: 19-38; Full Benefits
Salary Range: \$46,919 - \$82,273
Hourly Range: \$22.56 - \$39.55

CLASSIFICATION: Non-Management, Regular, Full-Time

LOCATION: Klamath Tribes Administration
501 Chiloquin Blvd.
Chiloquin, OR 97624

BACKGROUND: Comprehensive Employment & Credit Report

POSITION OBJECTIVES

This position supports the Finance Department in a specialized area. The primary purpose of this position is to oversee and maintain property records and property management system; processing and maintaining Per Capita payments and records; bank account reconciliation for numerous bank accounts; and perform audit and general ledger account reconciliation. This position is located in the Finance Department.

MAJOR DUTIES AND RESPONSIBILITIES

1. Reconcile and balance all cash and bank accounts and intra-fund transactions to assess the accuracy of the financial records.
2. Compile and analyze financial information to prepare entries to reconcile accounts, such as general ledger accounts and document the correctness of the business transactions.

3. Oversee the maintenance of the Tribes' property records and property management system, which includes but is not limited to: coordinating and conducting physical inventories, processing paperwork for additions and disposals of property, updating records in property management system, annual depreciation calculation and journal entry preparation, and preparation of property schedules for auditor.
4. Provide back up support for annual Per Capita distribution process.
5. Prepare and distribute companywide annual 1099 forms to vendors for rental, professional services, Per Capita. This includes reviewing all general ledger accounts and verifying the correctness of amounts.
6. Prepare and reconcile IRS Tax filing forms relating to issuance of all 1099 forms.
7. Verify the accuracy of the ledger account balances.
8. Review and post monthly approved Tribal budgets and revisions into the Tribes accounting system; making sure all information entered is accurate, complete, and timely.
9. Prepare schedules, such as awards, expenditures, cash, liabilities, and construction in progress (CIP) in preparation of the annual audit.
10. Assist Comptroller with investigations, documentation, and resolution of audit findings.
11. Provide guidance to other staff in detecting reoccurring problem areas within the overall accounting systems.
12. Perform comparable duties of a similar or related nature, assist in areas where staffing shortages exist.
13. Responsible for performing and overseeing electronic banking duties, such as EFT files, ACH Payments and Positive Pay activities.
14. The incumbent will be called upon to accomplish other tasks within their scope of work.

SUPERVISORY CONTROLS

Assignments are performed according to various established office procedures using set standards. New assignments are provided in detail, as well as changes in current procedures. After initial training, work is performed independently. Work is checked for accuracy, adequacy, and timeliness.

At full performance level of this position, the supervisor will provide general instructions on policy and/or procedure changes and reporting requirements and will set overall objectives and priorities. Employee performs daily assignments independently, resolving normal questions and problems according to established procedures and past experience and precedent. Unusual, new, or complex assignments which require deviation from past experience or precedents are discussed with supervisor; however, employee exercises initiative in researching answers and solving problems.

KNOWLEDGE, SKILLS, ABILITIES

Ability to work as part of the Finance Department accounting team.

Work cooperatively with other members of the Finance Department and Members Benefit Department to accomplish assigned tasks as well as developing a good working relationship with other departments of the Tribes.

Above average ability to work with numbers. Above average ability to work accurately with attention to detail, and to be precise while working within the standards.

Ability to perform the same tasks continuously, sometimes working under the pressure of meeting deadlines.

Skill in using various standard office machines such as 10-key calculator, typewriter, and computer.

Knowledge of and ability to use computer operated accounting systems (MIP), and spreadsheets (Excel).

Ability to communicate effectively both orally and in written form.

Knowledge of preparing and distributing 1099 and 1099R forms.

Ability to maintain **strict confidentiality** of information.

QUALIFICATIONS, EXPERIENCE, EDUCATION

Minimum Qualifications: *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a minimum of a High School Diploma or Equivalent. (*Must submit copy of diploma or transcripts with application; HSD/GED only required when applicant doesn't have a college degree.*)

- **REQUIRED** to possess a degree in Accounting or Finance **OR** an equivalent combination of education, training and experience may be considered in lieu of a degree when demonstrating a professional accounting background.
- **REQUIRED** to have five years of work experience with progressive responsibility related to the detailed analysis of general ledger accounts, and assisting in the resolution of complex accounting problems.
- **REQUIRED** to have demonstrated experience of audit process in a fund accounting environment and ability to complete audit schedules, such as account analysis and reconciliation.
- **REQUIRED** to have demonstrated experience in accounting methods and functions.
- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel, fund accounting software, data base systems and work in a networked environment.
- **REQUIRED** to adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy.
- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.
- **REQUIRED** to accept responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.
- **REQUIRED** to be fully vaccinated for COVID-19 or have approved exemption status before the first day of employment, as per the Klamath Tribes' COVID-19 Mandatory Vaccination Policy. *Contact HR for exemption process.*

Preferred Qualifications:

- Demonstrated experience in Tribal Governments and/or a fund accounting background.
- Demonstrated experience preparing and distributing 1099 and 1099R forms.

INDIAN PREFERENCE

- Indian and Tribal Preference will apply, as per policy. *(Must submit tribal documentation with application to qualify for Indian Preference).*

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. It is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCEDURE

Submit The Klamath Tribes ***Application for Employment*** with all requirements and supporting documentation to:

**The Klamath Tribes
ATTN: Human Resource
P.O. Box 436
Chiloquin, OR 97624**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.

EMPLOYEE ACKNOWLEDGEMENT:	
I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.	
Employee (printed name)	Employee (signature)