

**Louden Tribal Council
Position Description**

Title: Accountant
Location: Galena
Supervisor: Tribal Administrator
Salary: DOE
Open: Until filled

Duties and Responsibilities:

- Develop payroll for each bi-weekly pay period; prepare all payroll quarterly reports; monthly breakdown and allocations; W-2's; W-9's; and year end reports.
- Prepare monthly reports for the Council
- Reconcile bank statements; prepare computer checks and journal vouchers.
- Prepare and assist auditors with the annual audit; prepare schedule.
- Responsible for all maintenance and data input for the computer accounting system including payroll, program expenditures, accounting services, taxes, draw downs, budgets, etc.
- Assist consultants and management in various areas where needed to develop the LTC financial department.
- Attend financial trainings and seminars.
- Report to the Tribal Administrator and the LTC Council at monthly meetings.
- Develop working knowledge of LTC financial policies and procedures.
- Develop a working knowledge of federal financial reporting requirements.
- Develop a working knowledge of LTC personnel policy.
- Other duties as assigned, including but not limited to:
 - Controls and maintains all invoices and statements for their validity before making payment.
 - Assist with the making of travel arrangements for LTC staff, council members, and delegates

Requirements:

- Minimum requirement is a High school diploma or GED equivalent.
- Previous office experience and knowledge of office procedures.
- Three years experience in bookkeeping/accounting procedures.
- Ability to meet deadlines and work well under pressure.
- Follow directions.
- Works independently and be a self-starter.
- Knowledge of grant reporting and grant accounting desired.
- Knowledge of government agencies and their purpose.
- Detailed oriented, well organized, systematic work habits.

- Ability to interpret and carry out federal regulations governing funding expenditures.
- Ability to draw down funds from government funding agencies.
- Ability to do budget revisions with contracting and funding institutions.
- Ability to do grant reporting.
- Working knowledge of QuickBooks accounting system.

Under authority of P.L. 93-638, Indian Preference shall be given to applicant(s) who meet minimum qualifications pursuant to Loudon Tribal Council's Personnel Policies and Procedures.

Loudon Tribal Council is an alcohol and drug free workplace; pre-employment qualifications include alcohol and drug screening and random screening thereafter while employed by LTC.