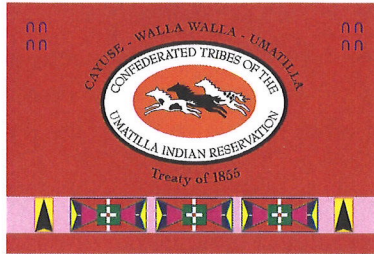


CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
46411 TIMÍNE WAY, PENDLETON, OR 97801
(541) 276-3570 FAX (541) 276-9060



POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE: Accounting Manager

SALARY: Pay Range: 13-14
\$94,992.24 - \$105,125.16 annual
DOE/DOQ

DEPARTMENT: Administration, Office of Finance

LOCATION: Position located at Nixyáawii Governance Center, Mission, Oregon,

EMPLOYMENT STATUS: Full Time with benefits package
Exempt
Requires background check

SUPERVISED BY: Finance Director

OPENING DATE: January 23, 2025

CLOSING DATE: February 24, 2025

CTUIR MISSION STATEMENT:

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

GENERAL STATEMENT OF DUTIES:

This position for the Confederated Tribes of the Umatilla Indian Reservation is to provide supervision and oversight of the general accounting functions of the Tribal Government. The Accounting Manager ensures the proper maintenance of accounting records and other related duties in daily administration of the Tribal Office of Finance. This position requires sound knowledge of accounting principles, procedures, Federal regulation and reporting requirements. This position is to provide direction and leadership to the following accounting staff:

Payroll, Accounting Coordinator and Finance Assistant. Insures that the overall job functions of the accounting staff are performed in a timely manner and with a high degree of accuracy.

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES:

1. Oversees all operations in connection with financial transactions, including accounts receivable and payable, payroll, general ledger, assets, debt, and capital projects.
2. Oversee accounts payable and receivable to ensure the Tribe pays its bills on time and collects payments from customers promptly.
3. Assists Enrollment Office with monthly minor distribution payments and quarterly adult General Welfare payments and reconciles associated balances.
4. Assists the Payroll Manager with the review and reconciliation of bimonthly payroll and aid in the review of all quarterly and annual payroll reports.
5. Responsible for managing the general ledger to include the preparation of journal entries, reconciliation of subsidiary ledgers to control accounts monthly, accounts analysis and reconciliation.
6. Maintain records of all financial documents with appropriate supportive material. Periodically update accounting records as necessary.
7. Reviews and/or prepares bank reconciliations monthly to verify all deposits, payments and other charges or transfers are recorded properly to the General Ledger for tribal cash and investments.
8. Oversees Tribal cash flow needs, plans for needs in advance, and prepare and recommend to the Director all necessary documentations to transfer funds between accounts.
9. Communicate and work with banking personnel to assist with all the tribes banking needs.
10. Responsible for reviewing loan documents, report on compliance with debt covenants, and reconcile all debt.
11. Ensures systems are in place to account for fixed assets and their depreciation.
12. Will prepare for and coordinate with outside independent auditors for the Tribal Government Annual Financial and Single Audit. This includes preparing schedules, providing invoices, and any additional supporting materials. Once the audit is complete, ensure any adjustments are posted to get statements to reconcile.
13. Routine filing of all appropriate tax forms and reports with government agencies. Such as 1099MISC, 1099INT, W-2's, 941's and State tax reports.
14. Review compliance with Tribal Fiscal Management Policies and train accounting and other staff to ensure understanding of the policies and procedures.
15. Recommend, design, and seek authorization to implement any necessary department controls or procedures to improve current processes and assure accurate financial reporting.
16. Ensure that the financial system and processes are compliant with professional accounting practices and governmental regulations. Recommend or assist with efforts to streamline the financial system.
17. Ensures Tribal business matters are confidential and not discussed with unauthorized persons and restricts access to files.
18. Supervise, hire, train, evaluate, discipline, and if necessary, terminate accounting staff.
19. Other duties as assigned that relate to providing support for the Office of Finance.

SUPERVISORY AUTHORITY:

Directly supervises the Accounting Coordinator, Payroll Manager, and the Finance Assistant.

SIGNATORY AUTHORITY:

Authorized to sign purchase requisitions for the Finance Department, timesheets, leave slips.

ACCESS TO SENSITIVE AREAS:

Access to all areas within the Office of Finance including all Finance records stored on and off site.

REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)

1. Bachelor's degree in accounting, Finance, or Business Administration AND two (2) years of experience as an Accountant in a municipality, independent auditor or tribal government; **OR** an associate's degree in accounting, Finance AND four (5) years of experience as an Accountant in a municipality, independent auditor or tribal government.
2. Five (5) years of progressive supervisory experience (hiring, counseling, evaluating, training, and/or termination of employees).
3. Must have adequate math skills to perform detailed and accurate accounting calculations.
4. Must have on the job experience working with computers (computerized general ledger and software applications Microsoft Excel, Power-point, Outlook and Word).
5. Must be able to interpret and explain detailed and complex financial data.
6. Must have good communication skills, verbal and written.
7. Must possess the skill to compile and work accurately with large quantities of data.
8. Must possess the ability and willingness to assume responsibility for accuracy and timeliness of work projects.
9. Individual must be organized and task orientated.
10. Must be able to maintain and practice strict confidentiality of financial information at all times.
11. Must be able to practice and participate in "Team Player" philosophy.
12. Must be able to work and communicate with a diverse group of people.
13. Must have reliable transportation to and from work.
14. Must complete and authorize a Sensitive Position Background Check form to be considered for an interview. Applicants will be subject to background investigation.
15. Test may/will be administered immediately following interview appointment.

PHYSICAL DEMANDS:

1. Ability to use standard computer programming such as Microsoft Office (Word, Excel, PowerPoint, Outlook)
2. Ability to stand and walk around for long periods of time.
3. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.
4. Ability to lift up to 25 pounds

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code."

SELECTION PROCESS:

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
2. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source, and shall apply to all classes of positions referenced in §3.05.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicants who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies Manual.

APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until 4:00 P.M., on the posted closing date as found on Page 1 of this announcement, or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE "REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL" BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed application for Sensitive Tribal Positions.
5. High School Diploma/GED or copy of official college transcripts (if applicable).
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.

7. Veterans preference: Must provide proof of honorable service and discharge or completed Form DD214.

APPLICANT RESPONSIBILITY:

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation
Office of Human Resources
Staffing and Onboarding
46411 Timine Way
Pendleton, OR. 97801
Phone: (541) 276-3570 or Fax(541)276-9060

To be considered, application package must be post marked by the closing date.


Approved: Jordan Bronson, HR Generalist


Date

Applicant Review and Acknowledgement

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

Applicant Signature

Date

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