



**San Pasqual Band of Mission Indians
Position Vacancy**

Position Title: Staff Accountant	Posting Date: September 21, 2021
Position Reports to: Controller and CFO	Employment Category: Non-exempt
Department: Finance	Internal Closing Date: September 28, 2021

Position Summary

The Finance department's Staff Accountants perform professional-level work in the maintenance and review of various accounting activities and records. This position requires considerable knowledge of basic accounting principles and accounting functions. This position is responsible for assisting the Controller and CFO with various accounting related duties as follows: monthly closing activities including the account reconciliations, and related journal entries; maintain various accounting files and records; support the annual audit; and financial analysis, as requested. This position is also responsible for preparing, evaluating, and processing the Scholarship requests and Educational and Sports donation requests and financial department support tasks when necessary.

Principal Duties and Responsibilities

- Perform both the monthly and year-end close account reconciliations including but not limited to banking, fixed assets, due to/due from and deferred revenue including all period reconciliations of the balance sheet accounts.
- Document and process Scholarship and Donations request in accordance with SPBMI Policies and Procedures.
- Recommend financial actions by analyzing accounting options.
- Summarize current financial status by collecting information, and preparing required financial reports as needed and requested.
- Substantiate financial transactions with supporting documentation.
- Maintain accounting controls by preparing and recommending policies and procedures, as determined and approved by Controller and CFO.
- Document financial transactions by entering account information.
- Assist the Directors and their staff as necessary.
- Reconcile financial discrepancies by collecting and analyzing account information.
- Secure financial information by completing data base backups procedures and processes when requested.
- Assist and support the annual financial statement audit.
- Maintain financial security by following internal controls.
- Answer accounting procedure questions by researching and interpreting accounting policy and regulations as requested.

- Prepare special financial reports by collecting, analyzing, and summarizing account information.
- Maintain Tribal member confidence and protects operations by keeping financial information confidential.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Other duties as assigned.¹

Qualifications & Skills

REQUIRED EDUCATION / CERTIFICATIONS:

- Bachelor's degree in accounting.

EXPERIENCE / QUALIFICATIONS / SKILLS

- One year experience with governmental/fund accounting.
- Three years general accounting experience including month-end closing and financial statement preparation.
- Basic understanding of GAAP/GASB and accounting theory.
- Intermediate user skills of Microsoft Office modules (Excel, Word, and PowerPoint).
- Familiarity with the mathematical concepts of fractions, percentages, ratios and proportions.
- Knowledge and experience using accounting database software, such as MIP and Sage is preferred.

Individuals who are interested for consideration for the above position should email their resume to hr@sanpasqualtribe.org or submit application to 16400 Kumeyaay Way, Valley Center, CA 92082

In accordance with the Policies and Procedures, San Pasqual Band of Mission Indians will at all times and for all positions give hiring, transfers and promotional preferences to qualified applicants in the following order: 1. San Pasqual Band of Mission Indians Members. 2. First generation Lineal Descendant or the legal spouse of an enrolled Tribal Member who contributes to the household 3. San Pasqual Band of Mission Indians Lineal descendants. 4. Other American Indians. 5. All Others.

¹ Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities for this position at any time.