

**CAMPO BAND OF MISSION INDIANS**

**36190 Church Road, Suite 1**

**Campo, CA 91906**

**Phone: (619) 478-9046**

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**JOB TILTLE: ACCOUNTANT**

**LOCATION: TRIBAL OFFICE**

**SALARY: DOE**

**PRIMARY RESPONSIBILITY:** The position of Accountant performs accounting functions necessary to provide accurate and current accounting and financial data to the Chairman and, program directors to operate the Tribe and all programs in a professional capacity. The accounting functions include accounts payable, cash disbursements, cash receipts, general ledger, and payroll, and completion of all tribal and program related financial reports. The position provides auditor requested supporting documents and schedules for the federally required audit.

**IMMEDIATE SUPERVISOR:** Tribal Chairman

**SPECIFIC DUTIES:**

1. Maintains the automated fund accounting system and serves as the primary contact for the system's external support vendor.
2. Reviews all cash disbursements for proper authorization and insures adequate supporting documentation.
3. Has responsibility for the cash distribution, cash management, and financial management of all entity resources.
4. Completes all accounting functions required to meet federal audit guidelines.
5. Analyzes financial records to forecast financial position, budget modification requirements. and the overall budgetary control by program.
6. Prepares financial reports as necessary, including monthly financial statements of revenues and expenditures for all programs and unrestricted funds; and completes federally required financial reports for all programs.
7. Maintains auditor required supporting financial statements.

8. Assures that all applicable financial systems and related controls are in compliance with the standards set forth in Title 25, Chapter I, of the Code of Federal Regulations, Part 276.7.
9. Performs other duties as required by the Tribal Chairman.

**REQUIRED EXPERIENCE/EDUCATION/TRAINING:**

1. Experience in operating automated fund accounting systems, or alternative automated systems that support governmental financial management needs.
2. Tribal government experience in accounting for federal awards.
3. Experience in working with external auditors and assisting in preparing or retrieving financial schedules and or documentation.
4. Experience in Microsoft Excel spreadsheet preparation and completion
5. Experience in Microsoft Dynamics NAV
6. Education and/or training in basic accounting applications