

SENECA-CAYUGA NATION

VACANCY ANNOUNCEMENT

The Seneca-Cayuga Nation is accepting applications for the below position.

In compliance with the Seneca Cayuga Nation, Tribal Government Office Employees Personnel Policy, applicants will be solicited from within the Nation, with consideration being given to upgrading the existing staff according to the Nation's Career Development Program. Applications will be received from prospective employees concurrently. Current employees must express their interest in transferring to the position within 10 working days by submitting a complete application and resume reflecting the ability to perform each of the below listed specific areas of responsibility, qualifications, and requirements, as well as the physical requirements for this position. To qualify for this position prospective applicants must submit a complete application for employment which addresses the applicant's ability to perform each of the below listed specific areas of responsibility, qualifications, and requirements, as well as the physical requirements for this position. Applications are available at 23701 South 655 Road, Grove, OK 74344 and online at www.sctribe.com. Resumes with completed applications may be submitted to Human Resources or online to clewis@sctribe.com.

Posted 7/19/2024. Open until filled.

Position Title: Data Entry/Support Accountant

Department: Accounting

Immediate Supervisor: Finance Director

Position Supervised: None

General Statement of the Data Entry/Support Accountant Responsibility:

Under the general supervision of the Finance Director the Data Entry/Support Accountant is responsible for diversified accounting duties in monthly reconciliation of the Nation's general ledger including performing or assisting in bank and credit card reconciliations, travel reconciliation, and various balance sheet account reconciliations. This position is also the backup for payroll.

Specific Areas of Responsibility:

1. Performs on a monthly basis the reconciliation of the Nation's general ledger, including bank reconciliations, travel reconciliation, various balance sheet account reconciliations, and assisting in credit card reconciliation.
2. Reviews payroll check runs for accuracy.
3. Prepares monthly close process reconciliations and fiscal year-end financial statement supporting schedules and audit work papers, working closely with external and internal auditors through the various audits.
4. Assists in preparing and/or reviewing journal entries for accuracy of recording transactions to the general ledger, while maintaining adequate internal controls.
5. Reviews Unposted AP Transactions report for accuracy.
6. Reviews printed checks for accuracy to the check run report upon approval of checks to be processed.
7. Assists in reconciling and processing all credit card payments, and request supporting documentation for purchases as necessary.
8. Maintains all record filing related to various journal entries.
9. Performs data entry into MIP Fund Accounting as needed, including vendors.
10. Maintains separation of duties from approving or certifying check vouchers, acting as petty cash cashier, making deposits or cash record keeping.
11. Ensures that miscellaneous assignments related to financial services are completed in the best interests of the Nation by accepting and accomplishing all other tasks assigned.

Qualifications and Requirements:

- Minimum of 1 year of experience in a finance- or accounting-related position.
- A two-year degree or certificate in Accounting, Finance, or related program from an accredited college, university, or technical school preferred.
- Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment. Use/storage/maintenance of multiple usernames and passwords. Computer-related problem-solving skills using available training and help desk.
- Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.
- Familiarity with tribal, federal, and state fiscal policies is preferred.
- The ability to project a strong positive image of the Nation through interaction with all organizations conducting business with the Nation is required.
- Ability in problem-solving, proficiency in organizing and managing complex functions and workflow is required.
- Ability to read, analyze, and interpret technical procedures or governmental regulations.

- Ability to write reports and business correspondence.
- Establish and maintain effective working relationships with varied backgrounds on a professional level without prejudice.
- Ability to perform other duties as assigned.
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.

*A waiver of the educational requirement may be offered based on an evaluation of actual experience and demonstrated competence.

SPECIAL REQUIREMENTS:

In compliance with the Governmental Accounting Standards Board (GASB), the Data Entry / Support Accountant **must** be knowledgeable of Generally Accepted Accounting Principles (GAAP).

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk. The employee occasionally is required to stand; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision and distance vision.

WORK ENVIRONMENT:

Office conditions: the work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.

MENTAL DEMANDS:

There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

Tribal/Indian preference will be observed in the filling of this position.