



JOB POSTING

Applications are available online at www.sctribe.com. Or at 23701 S. 655 Rd. Grove, OK 74344

JOB TITLE <u>Part-Time- Staff Accountant</u> Tribal/Indian Preference will be observed. POSTING

DEPARTMENT: Accountant

DIRECTLY SUPERVISES: None

LOCATION: Grove, OK

One (1) Part-time position.

GENERAL STATEMENT OF RESPONSIBILITIES:

Under the direction of the General Manager, the Staff Accountant oversees, manages, and organizes all financial operations of the Seneca-Cayuga Tobacco Company. This role ensures compliance with Financial Accounting Standards Board (FASB) regulations and Generally Accepted Accounting Principles (GAAP). The Finance Controller provides guidance and counsel to the Tobacco General Manager on all matters related to accounting, budget control, and financial reporting.

RESPONSIBILITY:

1. Develop and maintain accurate, timely financial statements and reports in compliance with GAAP.
2. Review all entries for the month for anything that should be capitalized or prepaid.
3. Book amortization of prepaids
4. Book depreciation expense
5. Book payroll accrual
6. Book all sales revenue for the smoke shops
7. Reconcile all bank accounts
8. Reconcile all GL accounts
9. Review the P&L items for consistency
10. Produce the Financial Statements and Summary
11. Provide financial information and fill out insurance renewals.
12. Responsible for the Financial Close (month-end and close year-end) for the Tobacco Company.
13. Implement and monitor effective control systems to guide financial operations and measure progress toward established goals.
14. Ensure compliance with tribal, federal, and state fiscal policies and accounting procedures by maintaining accurate records and submitting required monthly, annual, and special reports.

15. Advise the General Manager on financial operations through reports, recommendations, and findings.
16. Safeguard financial assets and promote the financial well-being of the Tobacco Company.
17. Monitor bank balances to ensure adequate funds are available for operations; verify accurate allocation of funds in accordance with company policies and accounting standards.
18. Prepare and assist in the development of annual budgets.
19. Maintain and update the company's fixed asset schedule.
20. Coordinate and support activities related to the annual independent audit, ensuring that any findings or deficiencies are addressed and corrected.
21. Perform other duties as assigned by the General Manager.

QUALIFICATIONS:

- Accounting degree required.
- Bachelor's degree in Accounting or Finance preferred.
- Four (4) to five (5) years of finance experience required.
- Proficiency in accounting software and Microsoft Office Suite (Excel, Word, Outlook, SharePoint) required; experience with MIP, Microix, and advanced Excel preferred.
- Strong knowledge of GAAP; familiarity with tribal, federal, and state fiscal policies preferred.
- Excellent analytical and problem-solving skills with the ability to manage complex functions and workflows.
- Strong written and verbal communication skills, including the ability to prepare reports, business correspondence, and procedure manuals.
- Ability to build and maintain effective working relationships with individuals from diverse backgrounds in a professional and respectful manner.
- Ability to read, analyze, and interpret business publications, professional journals, technical procedures, and governmental regulations.
- Ability to maintain a high level of confidentiality and positively represent the Seneca-Cayuga Tobacco Company in all professional interactions.
- Must possess a valid driver's license.

A REQUEST FOR TRANSFER FORM IS AVAILABLE IN THE HUMAN RESOURCES OFFICE FOR CURRENT EMPLOYEES WHO ARE INTERESTED IN APPLYING FOR THIS POSITION.

EFFECTIVE DATE OF OPENING: 9/22/2025 CLOSING: Open Until Filled

<div style="display: flex; justify-content: space-between;"> <div style="width: 10%;"><u> </u></div> <div><u>FULL TIME</u> – BENEFITS AVAILABLE</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 10%;"><u>X</u></div> <div><u>PART TIME</u> – NO BENEFITS</div> </div>
