

**Job Title: Program Accountant**

**Closing Date: 10/02/2019**

***DEADLINE: Attach any required documents, i.e., Transcripts, Certificates, diploma and Motor Vehicle Record, to your online application by midnight on the closing date. Late Applications or documents will not be considered.***

Job Number: 19-464-2

Job Type: Regular Full-Time
Department: Finance Department

City: Sacaton, AZ.

Locations: 525 Gu U Ki Road

Area of Interest: Finance

Salary Type: DOE

Salary/ Hourly Rate: $50,142 Salary
Tribal Driving Permit Required: Yes

DISTINGUISHING FEATURES OF THE CLASS:

The Program Accountant is responsible for the financial management, coordination, review and compliance requirements of all assigned Federal, State, and other contracts and grants (i.e., P.L. 93-638) administered by the Gila River Indian Community.

ESSENTIAL FUNCTIONS:

* Maintain files of assigned contracts and grants by recording all activity in each file including grant award documents and amendments, budget and budget modifications, Letter-of-Credit authorization and amendments, grant reports and correspondence, and comprehensive draw down records.
* Maintain liaison with Program Directors, Contracts and Grants Administrator and funding agency to coordinate all financial activity concerning contracts/grants.
* Provide technical assistance to Program Directors and coordinate with Budget Analyst in formulating budgets to ensure compliance with contract/grant financial requirements.
* Review and approve budgets submitted by programs for accurate initial application and subsequent modification requests; review and approve purchase orders assuring purchases are in compliance with existing regulations, policies, and procedures.
* Maintain general ledger and subsidiary ledgers for assigned balance sheet, revenue and expense accounts, and ensure that documentation properly supports all entries.
* Responsible for timely drawdown of funds on all contracts/grants and documenting cash requirements.
* Compile and prepare financial status reports on contracts and grants from general ledger printouts and submit to funding agencies as required.
* Responsible for the year-end closing of contracts and grants making sure that all expenses incurred have been posted and all income requested has been credited.
* Perform other related duties as assigned.

REQUIRED KNOWLEDGE, SKILL AND ABILITY:

* Extensive working knowledge of
	+ Governmental Accounting Standards Board (GASB)
	+ Financial Accounting Standards Board (FASB)
	+ Generally Accepted Accounting Principles (GAAP)
	+ Government Auditing Standards (GAS)
	+ OMB Circular A-87; OMB Circular A-102; OMB Circular A-133
	+ Public Law 638, including Indian Self-Governance Act
	+ Other Local, State and Federal regulations
* Considerable knowledge of Tribal Accounting practices and procedures, including knowledge of Tribal Finance and Procurement Policies and Procedures.
* Knowledge and experience in management of contracts and grants.
* Knowledge of modern governmental accounting procedures.
* Knowledge and experience in automated accounting systems, spreadsheet applications and word processing.
* Ability to identify, analyze, and correct financial problems.
* Ability to prepare required financial records and reports.
* Ability to communicate effectively verbally and in writing.
* Ability to establish and maintain effective working relationships with other employees, Community Officials and the general public.
* Ability to perform all physical requirements of the position; agree to maintain a drug-free workplace.

REQUIRED EDUCATION/EXPERIENCE:

Bachelor’s degree from an accredited college or university in Finance, Accounting or a closely related field and two (2) years’ experience in any combination of federal/state grants and contracts accounting.

Tribal Government accounting experience is preferred

ADDITIONAL REQUIREMENTS:

Required to pass a background check.

Required to obtain a Tribal Driving permit. Valid state driver’s license with **a current** proof of driving record for the past 39 months will be required to qualify for a tribal driving permit**. Proof of driving record must be submitted with application and must not be more than 60 days old from the date of submission of the application.**

Non-Supervisory, Salaried Position

Reports to Director or designee

**BENEFITS INFORMATION:**• Medical – EPO or PPO Self-Funded Plan utilizing Blue Cross Blue Shield of Arizona Network
• Prescription Program
• Dental – Plan is provided through CIGNA with no deductible for preventive services or $50 (individual)/$150 (family) deductible for basic and major services
• Vision – plan benefits are provided through SightCare of Arizona and carry a $10 co-pay for exams, zero co-pay
• Life and AD&D – We offer voluntary or supplemental life insurance for Employee & Dependents through METLIFE Group Insurance. GRIC pays the full cost for your Basic Life and AD&D.

**Other Voluntary Benefits –**• Flexible Spending Account (FSA)
• Short Term Disability
• Long Term Disability
• Employee Assistance Program
• 12 Paid Holidays
• Vacation Leave
• Sick Leave

Preference in filling vacancies is given to qualified Indian candidates in accordance with the ***Indian Preference Act (Title 25, U.S. Code, Section 472 and 473)***. The Gila River Indian Community is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Gila River Indian Community is an Equal Opportunity Employer.

**If you are claiming Preference in one or more of the following categories please attach a copy of the required documentation to the completed Employment Application**.

Preference for Community Members (with proof of enrollment)
Preference for Native Americans (must meet membership requirement of a federally recognized Tribe.)
Preference point for Spouse of Community Member (with proof of spouse enrollment)
Preference point for Veteran (must meet statutory requirements)

**HUMAN RESOURCES WILL NOT MAKE COPIES OF APPLICATIONS OR DOCUMENTS BEING SUBMITTED.**

Visit our GRIC website and apply online: [**www.gilariver.org**](http://www.gilariver.org)