



## EMPLOYMENT OPPORTUNITIES

**Job Title: Program Accountant**  
**Closing Date: Open Until Filled**

***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.***

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Job Number: 21-311  
Job Type: Full-Time Regular  
Department: Finance Department  
City: Sacaton, AZ  
Location: 525 W. Gu U Ki Road  
Area of Interest: Finance  
Salary Type: DOE  
Salary/ Hourly Rate: \$50,141 Salary  
Tribal Driving Permit Required: Yes

### DISTINGUISHING FEATURES OF THE CLASS:

The Program Accountant performs highly organized and detailed-oriented financial management, which includes the coordination, review, and compliance requirements. This position is responsible for but not limited to preparing, assisting, and monitoring budgets, preparing estimates, monitoring budget status, and expenditures for all awarded Federal, State, Tribal, and other funding sources administered by the Gila River Indian Community for its departments and programs.

### ESSENTIAL FUNCTIONS:

- Maintain files of assigned contracts, grants, and funding sources by recording all activity in the file including grant award documents, amendments, Letter-of-Credit authorization and amendments, grant financial reports and correspondences, and comprehensive draw down records.
- Maintain liaison with Directors, Contracts and Grants Administrators, and funding agencies to coordinate all financial activity concerning the funding source.
- Process wire transfers and Automated Clearing House (ACH) vendor payments, ACH payroll payment, Positive Pay Process, and daily cash verification; Provide MUNIS trainings as assigned.
- Provide technical assistance to Directors and coordinate with Budget Office 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 contracts, change orders, purchase orders, travel authorizations, vouchers, and any expense authorized forms to ensure expenditures are in compliance with existing regulations, policies, procedures, and within approved budget.
- Review and approve Employee Action Notices to ensure personnel expenditures are recorded and accounted for accurately in the general ledger.
- 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.
- Responsible for the year-end closing of contracts, grants, tribal funding, and other funding sources to ensure that all expenses incurred have been posted and all income requested has been credited; Compile general

ledger support and prepare financial status reports on contracts and grants for submission to funding agencies as required.

- 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)
  - Uniform administrative requirements, cost principles, and audit requirements for federal awards.
  - Public Law 638, including Indian Self-Governance Act
  - Other Local, State and Federal regulations
- Experience in analyzing, interpreting, and applying regulations, policies, and procedures in areas related to fiscal management and operation in a comparable, complex organization.
- 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 of payroll process and related entries.
- Proficiency with Microsoft Word, Excel, and knowledge and experience in automated accounting systems.
- Ability to perform complex accounting reconciliations in order to identify, analyze, and correct financial discrepancies.
- Ability to prepare accurate financial records and reports.
- Ability to communicate effectively verbally and in writing.
- Ability to multitask and efficiently prioritize and complete tasks.
- Ability to establish and maintain effective working relationships with other employees, Community Officials and the public.
- Ability to perform all physical requirements of the position; agree to maintain a drug-free workplace.

**REQUIRED EDUCATION AND EXPERIENCE:**

- Bachelor's degree from an accredited college or university in Finance, Accounting, Business Administration, or a closely related field and two (2) years' experience in accounting; Or
- Associate's degree or 60 college credits from an accredited college or university in Finance, Accounting, Business Administration, or a closely related field and four (4) years' experience in accounting.
- Tribal Government accounting experience is preferred

**ADDITIONAL REQUIREMENT:**

- Required to pass a background check.
- Required to obtain a Tribal Operator's 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

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**BENEFITS:**

The Gila River Indian Community offers a comprehensive benefits package, which includes; vacation, holiday, and sick leave as well as medical, dental, vision, life, short and long term disability benefits.

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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)