



# COLVILLE INDIAN HOUSING AUTHORITY

P.O. BOX 528 • Nespelem, WA 99155

509.634.2160 (f) 509.634.2335

Washington Relay No. for Hearing Impaired 1.800.833.6388

## JOB ANNOUNCEMENT

**POSITION:** Accountant  
**SALARY:** Minimum Salary \$20.00 - \$25.00 per hour (Depending on Experience)  
**REPORTS TO:** Finance Manager  
**LOCATION:** Colville Indian Housing Authority, Nespalem, Washington

**BASIC FUNCTIONS:** The Accountant is responsible for assisting the Financial Manager in the daily operations of the Finance Department. **Specific duties include but are not limited to:** General Ledger, Accountants Payable and expenses; Accounts Receivables; reconcile utility charges and telephone/IT charges; Maintain vendor master file via computer system; payroll processing; monitor cash receipts and disbursements; assist in the preparation of monthly and annual financial reporting.

**MINIMUM QUALIFICATIONS:** Bachelor's degree in Accounting, Finance, Business or closely related discipline from an accredited college or University, plus a minimum of two years working experience in accounting or related field. Copy of transcripts must be provided. **OR** Associate Accountant degree with an emphasis in Accounting, Business, or Economics from an accredited junior college with a minimum of four years' experience in accounting or related field. Copy of transcripts must be provided.

**SPECIAL REQUIREMENTS:** Must possess a valid Washington State Driver's License and be eligible for vehicle insurance. Must be able to drive in adverse weather conditions. Must be able to lift up to 25 lbs., sit and/or stand for long periods at a time. Be able to squat, bend, kneel, climb, walk, push and pull. Must successfully clear an extensive Criminal Background Inquiry and pre-employment drug screen.

**CLOSING DATE:** Open until filled – First review March 13, 2015

Applications and supporting documents **MUST** be received by Friday, March 13, 2015 by 3:30pm

**INFORMATION:** Colville Indian Housing Authority  
Attention: Tauni Marchand  
P.O. Box 528  
Nespelem, WA 99155  
(509) 634-2160  
[tauni.marchand@colvilletribes.com](mailto:tauni.marchand@colvilletribes.com)

For a copy of the full job description and application please visit:  
<http://www.colvilletribes.com/ciha.php> and click "Employment Opportunities".

Indian Preference will apply; preference will also be given to honorable discharged veterans who are minimally qualified. Advertised 02/27/15



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## JOB DESCRIPTION

**POSITION:** Accountant

**PURPOSE OF POSITION:** Responsible for assisting the Financial Manager in the daily Operation of the Finance Department.

**REPORTS TO:** Financial Manager

**SUPERVISES:** None

**STATUS:** Exempt

### **DUTIES AND RESPONSIBILITIES:**

The Accountant is responsible for general ledger, a/p, a/r, payroll, and other assets and liabilities of CIHA under the supervision of the Finance Manager. This position assists in the preparation and reconciliation of general ledger, budget duties and financial reports. This position is directly responsible for accounts payable, payroll processing, general ledger, reconciliations and financial reporting. Other financial or administrative tasks are as assigned.

Specific duties include, but **are not** limited to:

**General Ledger:** Preparation of routine monthly journal entries necessary for month end close. Review and reconcile unusual balances. Compare account balances to subsidiary ledgers and assist in the reconciliations and prepare entries for approval.

**Accounts payable and expenses:** Prepare and process a/p payments bi-weekly or as needed for review by the Finance Manager. Check invoices for accuracy, charges to proper fund, verify authorization and approval, and match to purchase orders for correct account numbers and amounts. Make sure that transactions are reasonable and appropriate charges for CIHA and allowable expenses as defined by OMB Circular A-87 for federal funds. Reconcile statements with previously paid invoices and investigate any unusual new charges. Enter invoices for payment via computer system, run checks and maintain files of bills paid.

Reconcile utility charges and telephone/IT charges from Tribe to insure that they are proper costs for CIHA.

Work with Purchasing/contract officer to insure that payments are issued to contractors and vendors only after proper support documentation is received: Support documentation includes final signed contract, certified inspection reports, receipt of certified payroll and supporting documentation for stored materials, approved purchase orders or requisitions, accurate invoicing.

Maintain vendor master file via computer system and other files as necessary. Issue 1099's at year end.

**Payroll:** Prepare and process the bi-weekly payroll for CIHA employees for review by the Finance Manager. Enter employee information, employee changes impacting payroll, reported time and run

Revised January 23, 2015

checks for approval. Run any interim payroll advances, PTO payments or other checks as necessary. Assist in distribution of payroll checks to employees as necessary. Run payroll liability payments and reports after reconciliation. Prepare necessary payroll reports. Run w-2's at year end.

**Internal Controls:** Monitor cash receipts and disbursements to insure proper internal controls are maintained. Make recommendations for improvements to existing systems. Assist to verify that monitoring requirements for financial management, supply management and inventory and contract administration are followed as relates to accounting processes.

**Budgeting/Reporting:** Assist in the preparation of monthly and annual financial reporting (in-house and external) including preparation of audit work sheets and reconciliations. Prepare quarterly and annual payroll reports. Do budget analysis and other financial reports as requested. Assist with development of liabilities owed for cash projections for investments.

### **SUPERVISORY RELATIONSHIPS**

The Accountant reports to and receives general direction from the Financial Manager. This position is expected to carry out their responsibilities in a professional and businesslike manner and in accordance with the CIHA policies and Federal program requirements. Supervision is not a normal function of this position but may be in the absence of the Finance Manager.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in Accounting, Finance, Business or closely related discipline from an accredited college or University, plus a minimum of two years working experience in accounting or related field. Copy of transcripts must be provided. **OR** Associate Accountant degree with an emphasis in Accounting, Business, or Economics from an accredited junior college with a minimum of four years' experience in accounting or related field. Copy of transcripts must be provided.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Strong knowledge of internal controls, current financial policy, GAAP, financial reporting, grant requirements and procedures required. Knowledge of specific Housing and ONAP requirements is preferred. Experience with Tax Credit accounting is also preferred.

Should possess above average knowledge of Microsoft Word and Excel for personal computers. Requires knowledge of general ledger, payroll, accounts payable, budgeting and financial reporting on computerized systems. Ability to work with QuickBooks software and HDS (tenant management) is preferred. Should be able to read, prepare and analyze financial reports.

Should possess thorough knowledge of office procedures and equipment.

Ability to communicate effectively and clearly: both verbally and in writing. Must possess excellent customer service skills.

Ability to plan and manage time effectively.

Ability to initiate, organize, prioritize and follow-up on assigned projects. **MUST MAINTAIN STRICT confidentiality standards.**

Position requires ability to multi-task. Successful applicant must be reliable and detail-oriented with ability to follow through on issues. Should be able to recognize and solve difficult and/or complex accounting and business problems.

Above average attendance and punctuality are required for this position.

Be a self-starter with ability to problem-solve and work in a mutually supportive capacity in any area needed.

**SPECIAL REQUIREMENTS**

Must possess a valid Washington State Driver's License and be eligible for vehicle insurance.

Must be able to drive in adverse weather conditions.

Must be able to lift up to 25 lbs., sit and/or stand for long periods at a time. Be able to squat, bend, kneel, climb, walk, push and pull.

Must successfully clear an extensive Criminal History Background Inquiry and pre-employment drug screening.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_