



Cheyenne-Arapaho Housing Authority

*****Vacancy Announcement*****

POSITION TITLE: Staff Accountant
DEPARTMENT: Department of Housing
IMMEDIATE SUPERVISOR: Administrative Services Coordinator
CLASSIFICATION: Full/Permanent
ISSUED: June 20, 2016 **CLOSING:** Until Filled

SUMMARY:

This position is responsible for various activities within the Accounting Department including, but not limited to: preparation of financial statements, annual audit preparation, general ledger and subsidiary ledger reconciliations, cash receipts, bank and investment reconciliations.

DUTIES AND RESPONSIBILITIES:

- Reconciles general ledger accounts
- Reconciles subsidiary ledgers to general ledger as needed or as assigned. This includes reconciliation of the:
 - Accounts Payable subsidiary ledger
 - Payroll subsidiary ledger
 - Accounts receivable subsidiary ledger
 - Tenant accounts receivables and cash receipts managed through the Housing Data Systems (HDS).
- Completes bank reconciliations for operating and investment accounts
- Writes cash receipts and prepare bank deposits checks that are not entered through the HDS system.
- Processes check requests and all approved incoming invoices and prepares checks for signatures.
- Assists the Administrative Services Coordinator with payroll and timesheet input functions.
- Perform routine accounting functions to ensure compliance with HUD Policies and Procedures; experience with cost accounting and any other rules or regulations that may apply to Tribal Government
- Performs other related work as required or assigned, including preparatory work for outside auditors.
- Assists the Administrative Services Coordinator with closing the general ledger monthly and generating financial statements and budget to actual reports.

SKILLS AND KNOWLEDGE:

- Experienced in all aspects of general bookkeeping and knowledge of general accepted accounting principles.
- Self-starter with ability to solve problems with minimal direction/supervision
- Experience working with automated accounting software packages, such as QuickBooks required
- Able to organize projects and analyze information in order to complete assigned projects
- Communication skills both oral and written
- Detail oriented with strong analytical skills
- Experience working with MS Office products with emphasis in Excel and Word
- Ability to operate 10-key by touch

EDUCATION AND QUALIFICATIONS:

- Bachelor Degree from an accredited college with major course work in accounting or closely related field or experience may be substituted for college on a year-for-year basis.
- Minimum 4 years of progressively responsible experience in accounting.
- Preference for Federal Grants accounting and the management of NAHASDA funded programs
- Cheyenne and Arapaho preference
- Driver's licenses required

SALARY/WAGE: Based on Education and Experience

APPLICATION PROCEDURE: Submit Tribal Application, Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne and Arapaho Tribes of Oklahoma

Personnel Department

P.O. Box 167

Concho, OK 73022

Or email: atisdale@c-a-tribes.org

Office (405)422-7498

Fax (405)422-8222

Toll Free 1(800)247-4612 ext. 27498



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