The Minnesota Chippewa Tribe
Job Announcement

Title: Accounting Specialist
Status: Regular full-time (40 hours per week)
Location: Cass Lake, MN
Pay: $20.55/hour base; full fringe benefits
Deadline: Open Until Filled

PRIMARY FUNCTION

The Accounting Specialist will provide general support in financial accounting and recordkeeping functions of the accounting department. Duties will include general ledger reconciliations, departmental billings, annual audit support, accounting records file management, and inventory control. Reports to the Accounting Manager.

DUTIES AND RESPONSIBILITIES

1. Prepares monthly bank statement reconciliations for Accounts Payable, Employee Loan Fund, and Employee Benefit Accounts. Maintains a file system for each account.
2. Reconcile Employee’s Health Reimbursement Arrangement (HRA) and FLEX spending accounts to the general ledger.
3. Reconcile employee travel advances, utilizing the internal accounting software system (MOMSoftware).
4. Process internal billings to each department for expenditures.
5. Provide annual audit support to the departmental staff.
6. Maintain a file management system to file, track and store relevant accounting records of the organization.
7. Build and maintain an inventory of the organization’s equipment, including computers/printers, office furniture, etc.
8. Become knowledgeable in the accounting software system (MOMSoftware), in order to provide technical backup support for the department.
9. Other duties as assigned by Accounting Manager.

REQUIRED KNOWLEDGE AND EXPERIENCE

1. Two-year accounting degree, or two years’ experience in accounting field.
2. A basic working knowledge of Microsoft Word, and Excel.
3. Good organizational skills.
4. Ability to relate well to people, in a positive, professional manner.
5. Must have a valid driver’s license, current auto insurance, and the use of a privately owned vehicle for business purpose.
PERSONAL CONTACTS

Contacts are made with all levels of professional and support staff within the Minnesota Chippewa Tribe and its six member reservations.

WORK ENVIRONMENT

The responsibilities of this position are performed primarily with the offices of the Minnesota Chippewa Tribe in Cass Lake, MN.

PHYSICAL REQUIREMENTS

The work is primarily sedentary but does require limited lifting of boxes to fulfill position requirements.

TRAVEL REQUIREMENTS

The work is primarily in the offices of the Minnesota Chippewa Tribe in Cass Lake, Travel to training or meetings out of town may be required on an occasional basis.