



MISSISSIPPI BAND OF CHOCTAW INDIANS

OFFICE OF FINANCE & ACCOUNTING

P. O. BOX 6090
CHOCTAW, MS 39350

PHONE: (601) 663-7509 / FAX: (601) 650-1633

JOB ANNOUNCEMENT # 531003

Position Title: Financial Reporting Accountant
Supervisor: Financial Controller
Salary: Grade 18
Opening Date: **JUNE 28, 2018 JUN 28 2018**
Closing Date: **JULY 12, 2018 OR UNTIL FILLED**
Employment Type: Regular Full-Time Exempt
Location: Office of Finance & Accounting

Scope of Service:

The Financial Reporting Accountant is responsible for making recommendations on and implementing the Tribal accounting internal control procedures, ensuring proper segregation of incompatible duties and the recording of accurate financial information in the accounting records to enable the preparation of financial statements in accordance with Generally Accepted Accounting Principles or Other Comprehensive Basis of Accounting as determined by the Appropriate Authority. The Financial Reporting Accountant will assist in the implementation of new accounting pronouncements and the completion of the annual audit. This position is also responsible for the financial reports needed by the Financial Controller and the Chief Financial Officer.

Duties and Responsibilities:

The duties and responsibilities of the position include:

1. Assist the Financial Controller in designing, implementing and monitoring internal controls for safeguarding the tribe's accounting records and assets.
2. Oversees the documentation of the Tribe's internal control procedures.
3. Performs test to ensure that internal control procedures are being followed by departmental management.
4. Assist with the annual audit by preparing reconciliations and assisting with the implementation of new accounting rules or pronouncements that have an impact on the tribe's financial reporting requirements to users of tribal financial information.

5. Preparation of reports for inter-fund payables and receivable.
6. Preparation of reports for transfers in and transfers out.
7. Preparation of other financial reports as deemed necessary by the Financial Controller and Chief Financial Officer.
8. Entering fixed assets into a fixed asset accounting system ensuring all assets are properly recorded on a regular basis.
9. Assists in the preparation of the tribal governments indirect cost allocation plan.
10. Other duties as assigned by the Financial Controller or the CFO.

Qualifications:

The minimum qualifications for the position of position are:

1. Certified Public Accountant license.
2. An undergraduate degree in Accounting with preference for a Master's in Professional Accountancy.
3. Experience in the operation of computer information systems, including financial reporting systems, spreadsheets and databases.
4. Ability to get along well and professionally with a variety of people.
5. Excellent written and oral communication skills.
6. Knowledge of Federal Indian programs preferred.
7. Personal vehicle, liability insurance, valid driver's license.
8. Preferential treatment will be extended to qualified Indian applicants.

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P.O. Box 6033, Choctaw Branch
Choctaw, MS 39350