P.J.A
MISSISSIPPI BAND OF CHOCTAW INDIANS
OFFICE OF FINANCE & ACCOUNTING
P. O. BOX 6090
CHOCTAW, MS 39350
PHONE: (601) 650-1522 / FAX: (601) 656-4839

JOB ANNOUNCEMENT # 04-00-109

Position Title: Accountant II

Salary: Grade 14

Opening date: **SEPTEMBER 26, 2016** SEP 26 2016

Closing date: **OCTOBER 24, 2016 OR UNTIL FILLED**

Supervisor: Accounting Supervisor

Job Location: Office of Finance and Accounting

General Description of Position:

The Accountant II is responsible for maintaining accurate accounting records for funds received by the Mississippi Band of Choctaw Indians and to insure that all necessary reports are submitted on a timely basis. This position is responsible for preparing and submitting monthly expenditure reports and other financial reports to Program Directors. They will ensure all expenditures of the programs are made in accordance with all applicable federal laws as stated in grant documents and the Revised Financial Policies of the Tribe.

Duties and Responsibilities:

The duties and responsibilities of the Accountant II include:

1. Assisting Program Directors in reviewing and approving proposals before they are submitted to funding agencies, then will submit them to the Accounting Supervisor for review prior to submission to the Chief Financial Officer.
2. Review all purchases made by programs according to budgets and financial policies of the Tribe.
3. Monitor and collect data to assess accuracy and integrity; analyze data, ensure compliance with applicable standards (i.e. GAAP), rules, regulations and systems of internal controls; interpret and evaluate results, prepare documentation; create financial reports.
4. Prepare timely financial status reports for all Federal Grants assigned.

5. Prepare and submit monthly expenditure reports to Program Directors.
6. Approve and encumber purchase orders into the accounting system.
7. Review all personnel actions and maintain a current listing of all personnel which should include positions, title, and rate of pay.
8. Code approved purchase orders/vouchers for account distribution and give to the data entry clerk for entering into the accounting system.
9. Prepare journal entries, cash receipts, etc. and enter into the accounting system.
10. Assist the Program Director and Budget and Policy Officer in the preparation of annual budgets.
11. Prepare financial and/or statistical reports as needed by Supervisor.
12. Responsible for compiling on a timely basis the audit package for the year end audit.
13. Assisting in the compilation of financial information for the annual audit.
14. Responsible for reconciling receivables and payables. All balances must be reconciled with detailed supporting schedules before year-end fund closure.
15. Maintaining a list of equipment purchased by each Program.
16. Other duties as assigned by the Accounting Supervisor.

Physical Location:

The Accountant II shall maintain an office at the main Tribal Office Building, Pearl River Community.

Qualifications:

The minimum qualifications for the position of Accountant II are:

1. An undergraduate in Accounting or equivalent, with a minimum of 30 semester hours of accounting courses. A minimum of five (5) years experience in governmental accounting.
2. Experience in the operation of accounting system.
3. Experience in the use of personal computers with a working knowledge of Word and Excel.
4. Ability to get along well and professionally with a variety of people.
5. Ability to travel at times on job-related responsibilities and training.
6. Excellent communication skills, written and verbal, with the ability to clearly communicate issues to all levels of management.
7. Knowledge of Federal Indian program preferred.
8. Personal vehicle, liability insurance, valid driver's license.

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