



Job: Accountant, full time with benefits

Work Location: Hybrid

Reports to: Tribal Administrator

Summary:

The Accountant will prepare financial reports to track the organization's assets, liabilities, profit and loss, tax liabilities and other related financial activities.

Essential Functions:

Performs general financial accounting, cost accounting, project accounting and other related duties in the accounting department.

Prepares monthly balance sheets, income statements, variance analysis and ad-hoc reports.

Analyzes and presents financial data to management team.

Maintains the general ledger and project accounting systems.

Codes invoices, sets up new general ledger accounts, reconciles general ledger accounts, and closes the monthly books.

Reconciles bank accounts at least monthly, verifies deposits, and addresses inquiries from banks.

Reconciles customer accounts and manages accounts receivable collections.

Verifies payment of invoices associated with accounts payable and ensures payments are charged to the appropriate accounts.

Provides outside auditors with assistance; gathers necessary account information and documents to perform annual audit.

As appropriate, coordinates with software vendor to maintain accounting software system; recommends updates to enhance the accounting software.

Review and recommend updates to accounting systems and accounting procedures.

Performs other related duties as assigned.

Qualifications

Minimum Education and Experience:

Bachelor's degree in Accounting, Finance, or related discipline required.

5+ years of accounting experience.

Grant accounting experience.

Blackbaud and MIP experience.

Preferred Experience and Qualifications:

CPA certification

Prior experience with general ledger and project accounting systems

If working remote, prior remote accounting experience required

Knowledge, Skills, and Abilities:

Demonstrated knowledge of general financial accounting and cost accounting.
Understanding of and ability to adhere to generally accepted accounting principles.
Highly proficient with accounting software.
Excellent organizational skills and attention to detail.
Excellent written and verbal communication skills.
Proficient in Microsoft Office Suite or similar software.

Working Conditions:

Work Environment:

This position is based in White Cloud, Kansas

Work is primarily performed in a climate-controlled environmental

Physical Abilities:

Prolonged periods sitting at a desk and working on a computer.

Must be able to lift up to 15 pounds at times.

Work is primarily performed in a sedentary position

Benefits & how to apply:

Health, dental, vision, short term disability, employee assistance program & life Insurance

401 K with up to 3% match

Paid holidays

Drop off or send applications to Attn: Cheyenne 3345 B Thrasher Rd White Cloud, KS 66094 or
ccolborn@iowas.org