



Position Title: General Ledger Accounts Manager
Scheduled Hours: Full Time (Mon-Fri 8:00am – 4:30pm) (hours may vary depending on need)
Reports To: Treasurer
Wage Scale: Starting salary \$65,000+ (depending on experience)

Overview:

The General Ledger Account Manager plays a crucial role in the Finance Department by ensuring the accuracy and integrity of the Tribe's financial records. This position is responsible for overseeing revenue, expenses, payroll, treasury, and other key accounting functions to support the preparation of the monthly financial reporting package and will be overseeing a team of 4 or more employees in the finance department. The General Ledger Account Manager collaborates closely with various finance functions to address accounting issues and ensure a seamless month-end close process.

Required Skills and Qualifications:

Essential job functions listed with or without reasonable accommodation must be performed by this job title.

General Ledger Management:

- Maintain and update the general ledger, ensuring accuracy and completeness.
- Prepare and post journal entries for all key transactions, including revenue, expenses, payroll, and treasury activities.
- Reconcile general ledger accounts regularly to identify and resolve discrepancies.
- Ensure all ledger accounts are properly documented and supported by appropriate records.

Month-End Close:

- Lead the month-end close process by coordinating with A/P, A/R, Payroll, Treasury, and other finance functions.
- Prepare and review all necessary journal entries and adjustments to ensure accurate financial statements.
- Oversee the reconciliation of all balance sheet accounts, including cash, accounts receivable, accounts payable, and fixed assets.
- Ensure timely and accurate preparation of the monthly financial reporting package for review by the Controller or Treasurer.

Revenue and Expense Oversight:

- Monitor and reconcile revenue streams, ensuring accurate recognition and reporting.



- Review and analyze expenses to ensure they are recorded in the correct accounting period and comply with internal controls.
- Assist in the preparation of revenue and expense forecasts for budgetary purposes.

Payroll Oversight:

- Collaborate with the Payroll Clerk to ensure accurate and timely payroll processing.
- Reconcile payroll-related accounts, including payroll taxes, benefits, and employee deductions.
- Ensure all payroll transactions are accurately recorded in the general ledger.

Treasury Support:

- Assist the Treasury Clerk with cash management activities, including bank reconciliations and cash flow forecasting.
- Review and reconcile treasury-related accounts, including investments and financing activities.
- Ensure accurate recording of treasury transactions in the general ledger.

Financial Reporting:

- Prepare and compile the monthly financial reporting package, including income statements, balance sheets, cash flow statements, and other required financial reports.
- Assist the Controller in analyzing financial statements and identifying key trends and variances.
- Ensure all financial reports are GAAP-compliant and accurately reflect the Tribe's financial position.

Audit Support:

- Assist in the preparation and coordination of annual independent audits and internal audits.
- Provide supporting documentation and explanations for audit requests related to the general ledger and financial reporting.
- Implement and monitor corrective actions for any audit findings related to the general ledger.

Cross-Department Collaboration:

- Work closely with the A/P, A/R, Payroll, Treasury, and Grants teams to resolve any accounting issues that may arise.
- Serve as a resource for other finance staff on complex accounting matters.
- Participate in finance department meetings and contribute to process improvement initiatives.



Qualifications:

- Bachelor's degree in Accounting, Finance, or related field preferred.
- Minimum of 3-5 years of experience in accounting, with a focus on general ledger management and financial reporting.
- Strong understanding of GAAP and accounting principles.
- Proficiency in accounting software and Microsoft Office Suite, particularly Excel.
- Excellent analytical, organizational, and problem-solving skills.
- Ability to work collaboratively across departments and manage multiple tasks simultaneously.
- Strong attention to detail and accuracy.

Benefits and How to Apply:

- Health, dental, vision, short term disability, life Insurance, and employee assistance program provided
- 401 K with up to 3% match, paid holidays, biweekly pay schedule
- ***To apply: Visit <https://iowatribeofkansasandnebraska.com> for applications. Completed applications and resumes can be mailed to 3345 B Thrasher Rd White Cloud KS 66094 or e-mailed to rpankau@iowas.org . Native American Preference is given (BIA Form 4432). For more information regarding this position, please call 785- 595-3258.***