

SAN CARLOS APACHE TRIBE

HUMAN RESOURCES DEPARTMENT

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San Carlos, Arizona 85550

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Terry Rambler
Tribal Chairman

Tao Etpison
Tribal Vice-Chairman



JOB VACANCY

VACANCY ANNOUNCEMENT NO.	OPENING DATE	CLOSING DATE
#22-178	September 8, 2022	September 22, 2022
POSITION TITLE AND DEPARTMENT	SALARY	
Fixed Asset Accountant Tribal Finance Department	DOE	

APPLICATIONS ARE AVAILABLE AT THE TRIBAL HUMAN RESOURCES OFFICE
(Applications must be received in the Human Resources Office by close of business on the closing date)

CONDITIONS OF EMPLOYMENT:

- In accordance with the San Carlos Apache Tribe Resolution No. AU-21-121, all potential employees must show proof of COVID-19 vaccination for it is mandatory for all Tribal employees to have the vaccine as a condition of employment. All employees who opt-out or otherwise have no proof of vaccination shall be subject to bi-weekly testing for COVID-19 (must provide letter or doctor's excuse when applying to opt-out of receiving vaccination).
- Regular Full Time position. (Exempt)
- Applicant will be subject to and must pass a background investigation with a favorable determination. The results of a background check shall only be used for the purpose of determining an individual's suitability for employment. Applicants who provide false or misleading information in their application or authorization may be eliminated from any further consideration. *Note: Applicants must meet this requirement by completing Item No. 15., on the Application for Employment.*
- In accordance with the San Carlos Apache Tribe Drug and Alcohol Policy, all potential employees will be tested for the presence of controlled substances as part of the pre-employment selection process. Applicants who fail to pass the drug test will be ineligible for employment and may not reapply for twelve (12) months thereafter. This policy has been adopted to provide drug-free work sites and to prohibit working while under the influence of alcohol.

DUTIES AND RESPONSIBILITIES:

As a Fixed Asset Accountant under the general supervision of the Purchasing Manager, the Fixed Asset Accountant will be responsible for the fixed asset accounting in accordance with the established tribal accounting standards, policy/procedures and the Government Accounting Standards Board (GASB). The Fixed Asset Accountant is also responsible for Property Management duties. The Fixed Asset Accountant shall transfer tribal property between departments and completes disposal requests as requested and approved. The Fixed Asset Accountant will prepare journal entry of fixed asset accounts for all accounts assigned to. Shall perform general ledger (GL) analysis and review applicable fixed asset forms presented by departments. Enter asset information into the fixed asset system/database ensuring information is correct and maintained. The Fixed Asset Accountant shall produce managerial reports regarding fixed assets for each department. Reconcile fixed assets listing to GL balances. Provide direction/supervision to the Property Clerk relative to the bi-annual physical inventory and reconciliation to the GL. Ensures the fixed assets are tagged as tribal property. Research variances, if they occur, by gathering documentations from the department and/or the Property department. Respond to fixed asset related inquires. Effectively communicate with the Tribal Treasurer, Comptroller and the department Director regarding procurement documents, fixed asset form completion, approval and any additional services. Oversees the sale of used furniture and equipment following an approved yearly schedule. Review department capital budgets and monitor actual expenses relating to fixed asset purchases. Work with accounts payable and fellow accountants to ensure correct accounts are charged and all proper documents are present, for audit purposes. Ensuring fixed assets purchases are properly recorded in the GL for applicable analysis and notify the department Director, Tribal Comptroller and Tribal Treasurer of any problems or issues. Provide direction/supervision to the Property Department Manager relative to the bi-annual physical inventory and reconciliation to the GL. The Fixed Asset Accountant shall work with the Property Clerk to ensure all tribal vehicles are registered and receive a license plate from the Department of Motor

Vehicles and tracks accidents involving tribal vehicles. Shall work with the insurance carrier to ensure all tribal vehicles have insurance cards and to provide training yearly to vehicle drivers. Maintains listing of buildings and vehicles for yearly insurance coverage. Shall work with the Property Clerk to ensure all leases are paid "on-time" following the contract agreement terms and conditions. May be assigned to assist with purchasing duties related to vehicles, specialized equipment and projects as needed. Perform other duties as assigned.

QUALIFICATION REQUIREMENTS:

Basic Requirements:

Successful completion of a course of study in an accredited two (2) year college that led to an AA/AAS degree in Accounting, Finance or closely related field. **NOTE: Applicant must submit a copy of all college transcripts and/or degree to meet positive education requirements.**

In addition to meeting the basic requirements above, candidates must have had three (3) years of specialized experience.

Specialized experience is experience in accounting, accounts payable/receivable, full charge bookkeeping or a related field. **Examples of the type of experience that will be credited are shown above under "Duties and Responsibilities".**

EVALUATION METHOD AND RANKING FACTORS: Evaluation will be made of the extent to which experience, education, training, self-development, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors-Knowledge, Skills and Abilities (KSA) described below.

1. Knowledge of general accounting processes and procedures relative to general ledger, fixed asset and accounts payable functions.
 2. Knowledge of computers and computer software: financial accounting (SW), including fund accounting or procurement; Microsoft Office Excel, Word, etc.
 3. Knowledge of GAAP and GASB.
 4. Ability to work with a large degree of flexibility to perform a variety of accounting duties.
 5. Ability to work well with others under deadline situations and respond to changes in priorities.
 6. Ability to work independently, take initiative, set priorities and see projects through to completion.
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OTHER IMPORTANT INFORMATION:

- Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.
- All material submitted for consideration under this announcement becomes the property of Human Resources Office and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for tribal employment.
- Additional or alternate selections may be made from the eligibility list within 30 days from the date the selection list was issued. The positions to be filled must have the same title and have the same qualification requirements. However, if there are no Indian preference candidates left on the certificate, the vacancy must be re-announced.
- INDIAN PREFERENCE: It is the goal of the San Carlos Apache Tribe to employ as many **tribal members** as possible in tribal positions. Therefore, all other qualifications being equal, **tribal members** will receive hiring preference over other Indian Preference eligible and non-Indian Preference eligible. Preference for employment will be granted to qualified individuals, in the following order:
 1. Enrolled member of the San Carlos Apache Tribe with Veteran's Preference
 2. Enrolled member of the San Carlos Apache Tribe
 3. Native American spouse of an enrolled tribal member or Native American parent of enrolled tribal member
 4. Other Native American
 5. Non-Indian spouse or Non-Indian parent of enrolled tribal member
 6. Non-Indian

It is also the goal of the San Carlos Apache Tribe to provide the best services possible to **tribal members**. In furthering the Tribe's efforts to insure retention of tribal members and to provide job opportunities to tribal members, non-tribal member employees upon hiring shall, as part of the hiring agreement, agree to provide training and development to tribal members to allow them to become qualified for jobs which non-tribal member employees hold. The Tribal Preference policy applies to hiring, placement, and promotion, transfer or lay off, treatment during employment, and selection for training.

- VETERANS PREFERENCE AND INDIAN PREFERENCE: Preference in filling vacancies may be given to honorably discharged veterans who are enrolled members of the San Carlos Apache Tribe.
- EQUAL EMPLOYMENT OPPORTUNITY: Except for Indian preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, partisan politics, physical or mental handicap, marital status, age, membership or non-membership in any employee organization, or sexual orientation.

HUMAN RESOURCES OFFICE CLEARANCE:

/s/*Timecah Cosen*

Human Resource Assistant

September 8, 2022

Date