

SAN CARLOS APACHE TRIBE

HUMAN RESOURCES DEPARTMENT
P.O. Box 0
San Carlos, Arizona 85550
(928) 475-1760 ❖ Fax (928) 475-2296

Terry Rambler
Tribal Chairman



Tao Etpison
Tribal Vice-Chairman

JOB VACANCY

VACANCY ANNOUNCEMENT NO.	OPENING DATE	CLOSING DATE
#22-189	September 23, 2022	October 7, 2022
POSITION TITLE AND DEPARTMENT		SALARY
Senior Accountant 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 Senior Accountant under the direct supervision of the Assistant Comptroller, the Senior Accountant shall be fully responsible for a wide scope of accounting in accordance with the established accounting standards, policy and procedures. This includes, but is not exclusive to: being well-versed with journal entry preparation, accounts payable/receivable, cash receipts, general ledger (GL) analysis, financial statement preparation and analysis, fixed asset ledger maintenance/policy-procedure compliance and bank account reconciliations. The Senior Accountant will review periodically the work of the staff or junior accountants (account reconciliations, bank account reconciliations, etc.) for required format, content, accuracy and supportive documentation, as requested by the Tribal Comptroller or Assistant Comptroller. The Senior Accountant effectively communicates with the Tribal Treasurer, the Assistant Comptroller, and the Tribal Comptroller regarding numerous projects as assigned. Perform analytical tasks as they are assigned by the Comptroller and/or designee. Assist with any research/response to IRS or auditor inquiries as assigned by the Comptroller or designee. The Senior Accountant will work with the accounts payable and accounts receivable teams, and alert the Department Director, Tribal Treasurer, and the Tribal Comptroller of any problems or issues. The Senior Accountant will be requested to supervise/manage other general fund accountants (Staff/Junior Accountant) in the absence of Comptroller or Assistant Comptroller. Additionally, the Senior Accountant will have perform year audit duties/responsibilities and liaised with external auditors regarding audit inquiry and audit completion. Perform other duties as assigned.

QUALIFICATION REQUIREMENTS:

