



COQUILLE INDIAN TRIBE

Job Title: GL Accounting Supervisor
Department: Accounting
Reports to: Accounting Manager
FLSA Status: Exempt – Full Time
Salary Grade: \$26.25 - \$41.02
Location: Coos Bay/North Bend

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance. Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

JOB SUMMARY OF MAJOR FUNCTIONS

The GL Accounting Supervisor works under the direct supervision of the Accounting Manager and is responsible for managing the day-to-day accounting functions of the Tribe, including the accounts payable, accounts receivable, payroll and procurement functions. The GL Accounting Supervisor is responsible for the direct supervision of the Accounts Payable Specialists, Accounting Clerk and Procurement Officer.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Manage the day-to-day procurement functions of the Accounting Department.
2. Supervise subordinates, assign and review work, serve as back-up support for procurement functions and troubleshoot when necessary.
3. Assist with the development and maintenance of automated processes, as needed, to reduce paperwork and improve efficiencies for the Tribal organization.
4. Assist with the development and maintenance of appropriate procedure manuals for all accounting functions.
5. Respond to vendor inquiries regarding status and processing of payments.
6. Manage the procurement process for the Tribe's commercial credit card program.
7. Periodically audit petty cash funds and Gift Cards held by Custodians.
8. Help ensure compliance with all Tribal Fiscal laws, policies, and governmental accounting standards.
9. Ensure compliance with Tribal procurement policies and any requirements specific to funding agencies.
10. Perform and manage all accounts receivable functions, including cash receipts and deposits.
11. Help ensure that accurate general ledger account balances are maintained throughout the year, prepare adjusting journal entries as necessary, and assist with preparing audit work papers to support year-end account balances.
12. Work with other Tribal entities and employees on accounting matters, as needed.
13. Work with the Accounting Manager and CFO to coordinate and facilitate the annual audit of the Tribal government.
14. Maintain working relationships with banks, vendors, and other government agencies, as needed.
15. Other assignments and responsibilities as directed by the Accounting Manager.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of the work requirements that may be inherent in the job.

PHYSICAL REQUIREMENTS

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires

walking, standing, sitting for extended periods of time, raising or lowering objects, stooping and occasionally requires lifting up to 25 pounds. Will often be required to travel by automobile, commercial or private carrier. Local travel is frequently required, statewide and national travel is occasionally required. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills with strengths in team building, and cooperative problem solving. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
2. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
3. Working knowledge of generally accepted accounting principles.
4. Ability to make decisions independently in accordance with established policy and procedures.
5. Ability to exercise excellent organization, time management, analytical and problem-solving skills.
6. Must have acute attention to detail and demonstrate effectiveness in managing multiple work assignments simultaneously, often under strict deadlines. Work accuracy is essential. Be computer literate. In addition to maintaining proficiency in the Tribe's accounting software (MIP Fund Accounting), exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.
7. Ability to work with mathematical concepts such as basic arithmetic.
8. Knowledge of budget preparation and fiscal management.
9. Knowledge of and skill in applying advanced governmental accounting concepts, techniques and principles.
10. Ability to work cooperatively with other departments to accomplish assigned tasks; ability to develop good working relationships with other departments in the organization.

REQUIRED QUALIFICATIONS

- A. Associate degree in accounting or a related field required with a minimum of 5 years of accounting experience. A combination of formal education, training and related work experience will be considered.
- B. Demonstrated knowledge of payroll, accounts payable and procurement systems. Preference given for Tribal government experience.
- C. A minimum of 5 years of supervisory experience required.
- D. Working knowledge of governmental fund accounting is required, including standards promulgated by the Government Accounting Standards Board.
- E. Knowledge of and experience in application of federal rules and regulations governing the use of federal funds is preferred.
- F. Demonstrated analytical skills and professional judgment for decision making required.
- G. Excellent interpersonal and communication skills required.
- H. Experience with accounting software systems and Microsoft Office required. Familiarity with Abila MIP Fund Accounting software desired.
- I. Knowledge of or experience with working with Native American Culture, government, health, and gaming issues desired.
- J. Current and valid Oregon driver's license in good standing is required with no insurability restrictions from the Tribe's insurance carrier.