



QUILEUTE TRIBAL ENTERPRISES

HUMAN RESOURCES DEPT.

P.O. Box 67, La Push, WA 98350

(360) 640-5613

Position: Accounting Director

Supervisor: QTE Executive Director

Location: Quileute Oceanside Resort Administrative Offices

Work Info: Full-Time 40 Hrs./Week (M-F)

Salary: \$85,000-\$110,000 Depending on Qualifications/Experience

Position Summary

Quileute Tribal Enterprises (QTE) is a tribally owned organization responsible for managing and growing a diverse portfolio of businesses serving the Quileute community and visitors to La Push, Washington. Operations include a hotel/resort, restaurant, coffee shop, RV park and campground, marina, event center, storage facilities, parking operations, and a convenience store and gas station. Together, these businesses provide essential services, employment opportunities, and economic benefits to the Quileute Tribe.

The Accounting Director is a key member of QTE's senior leadership team, reporting directly to the Executive Director. This position provides leadership and oversight of the Accounting Department, ensuring accurate financial reporting, effective financial management, regulatory compliance, and strong internal controls across all enterprise businesses. Working closely with the Executive Director, Enterprise Board, Human Resources, and departmental managers, the Accounting Director supports financial accountability, informed decision-making, and the long-term financial stability of QTE.

This position requires a highly organized, dependable, and detail-oriented financial leader with strong analytical, communication, problem-solving, and management skills. The successful candidate must demonstrate sound financial judgment, professional integrity, the ability to lead and develop employees, and the capacity to manage complex financial responsibilities across multiple business operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Financial Management and Oversight

- Direct and oversee all Accounting Department operations, including payroll, accounts payable, accounts receivable, purchasing, general ledger, reconciliations, cash management, and financial recordkeeping across all QTE businesses.
- Ensure the timely and accurate preparation, review, and reconciliation of financial statements, balance sheets, general ledger accounts, and other required financial reports.
- Oversee the development, implementation, and monitoring of annual operating budgets, financial forecasts, cash flow projections, and departmental financial plans.
- Monitor enterprise revenues, expenses, financial trends, and overall business performance, identifying discrepancies, financial risks, and opportunities for improvement.
- Oversee banking activities, financial transactions, fixed assets, and financial components of contracts, leases, and loan agreements to ensure responsible management and protection of enterprise resources.

2. Leadership, Staff Development, and Accountability

- Provide strong, professional, and consistent leadership to Accounting Department employees while fostering a positive workplace culture built on teamwork, accuracy, communication, and accountability.
- Supervise, train, mentor, and develop accounting staff, establishing clear expectations, performance standards, responsibilities, and opportunities for professional growth.
- Work closely and collaboratively with the Executive Director and Human Resources to support effective communication, departmental staffing needs, employee development, payroll administration, and consistent implementation of organizational policies.
- Proactively identify, address, and resolve employee performance concerns and team conflicts in a timely, fair, and professional manner, involving Human Resources when appropriate to ensure proper documentation and consistent resolution.
- Coordinate departmental workloads, deadlines, cross-training, and employee responsibilities to ensure continuity of financial operations, accurate reporting, and efficient department performance.

3. Financial Reporting, Compliance, and Internal Controls

- Ensure compliance with applicable Tribal, federal, and state financial regulations, accounting standards, tax requirements, and established QTE financial policies and procedures.
- Coordinate and oversee financial audits, including preparation of supporting documentation, communication with external auditors, review of findings, and implementation of necessary corrective actions.
- Develop, review, and maintain accounting policies, procedures, and internal controls to safeguard enterprise assets, prevent financial discrepancies, and promote accurate and consistent financial practices.
- Oversee applicable tax reporting, filings, and payment requirements, including business and occupation (B&O) taxes, while ensuring timely completion of required financial obligations.
- Maintain accurate, organized, and confidential financial records, including appropriate documentation, retention practices, financial system security, and reconciliation procedures.

4. Budgeting, Strategic Planning, and Business Performance

- Collaborate with the Executive Director and departmental managers to develop annual budgets, financial goals, capital expenditure plans, and long-term financial strategies for QTE businesses.
- Analyze financial performance, revenue trends, operating expenses, labor costs, and other financial indicators to identify opportunities for improved profitability, efficiency, and financial sustainability.
- Provide financial guidance and recommendations to executive leadership regarding business initiatives, pricing strategies, major purchases, contracts, investments, and operational improvements.
- Work with departmental managers to strengthen budget accountability, purchasing procedures, cost controls, and understanding of departmental financial responsibilities.
- Evaluate financial systems, accounting software, and departmental processes, recommending and implementing improvements that strengthen efficiency, accuracy, reporting capabilities, and overall financial management.

5. Organization, Communication, and Executive Collaboration

- Maintain effective organizational systems to manage financial reporting deadlines, departmental responsibilities, multiple business accounts, and competing financial priorities.
- Prepare and present accurate, understandable financial reports, budget updates, financial analyses, and recommendations to the Executive Director and Enterprise Board as requested.
- Maintain consistent communication with executive leadership regarding financial performance, budget concerns, significant discrepancies, compliance matters, and other issues affecting enterprise operations.

- Collaborate with Human Resources, Operations, and departmental managers to ensure accurate financial information, effective administrative processes, and alignment with organizational goals.
- Support the Executive Director in implementing financial strategies, organizational improvements, and Enterprise Board directives while demonstrating sound judgment, confidentiality, initiative, and professional accountability.

REQUIREMENTS/QUALIFICATIONS

Education and Experience

- Bachelor's degree in Accounting, Finance, Business Administration, or a closely related field; OR an associate's degree in a related field combined with at least five (5) years of progressively responsible accounting experience.
- Minimum five (5) years of progressively responsible accounting experience, including demonstrated supervisory, management, or financial leadership responsibilities.
- Demonstrated experience overseeing financial reporting, budgets, reconciliations, audits, and accounting operations, preferably within organizations managing multiple departments or business locations.

Knowledge, Skills, and Abilities

- Strong financial management, analytical, and problem-solving skills, with comprehensive knowledge of accounting principles, financial reporting, budgeting, cash management, internal controls, and financial compliance.
- Strong leadership, communication, and interpersonal skills, with the ability to supervise employees, resolve conflicts, provide financial guidance, and maintain departmental accountability.
- Exceptional organizational and time-management skills, with the ability to independently manage multiple priorities, maintain accuracy, meet deadlines, and exercise sound professional judgment.
- Proficiency in Microsoft Office, particularly Excel, and accounting software such as QuickBooks, with the ability to evaluate financial systems and implement process improvements.
- Demonstrated professionalism, integrity, discretion, and cultural awareness, with the ability to maintain confidential financial information and work effectively with Tribal leadership, employees, department managers, and external business partners.

Work Schedule and Availability

The Accounting Director is a full-time leadership position requiring flexibility based on the financial and operational needs of QTE's businesses. While regular administrative hours may generally fall between 8:00 AM and 4:00 PM, the position may require adjustments to accommodate financial reporting deadlines, audits, payroll processing, meetings, and other time-sensitive responsibilities.

The Accounting Director is expected to remain reasonably available by telephone outside regular working hours for urgent financial matters requiring leadership guidance or assistance. Occasional evening, weekend, or holiday work may be necessary depending on business needs and financial deadlines.

PREFERRED QUALIFICATIONS

- Experience in Tribal government, Tribal enterprises, hospitality, or other organizations managing multiple business operations.
- Familiarity with Tribal financial regulations, federal funding requirements, governmental accounting practices, and applicable financial compliance standards.
- Experience coordinating complex financial audits, developing accounting policies, implementing internal controls, and improving financial systems.

- Certified Public Accountant (CPA) designation or other relevant professional accounting or financial management certification.

Special Requirements

- Must possess and maintain a valid driver's license upon hire and be insurable under QTE's vehicle insurance policy.
- Must successfully complete required criminal background and credit checks, consistent with applicable law and QTE policy, in addition to alcohol and drug screening.
- Must maintain a flexible work schedule and remain reasonably available for urgent financial matters, reporting deadlines, and other business-related responsibilities as needed.

Work Environment

- Primarily an office setting with frequent computer use, financial analysis, and administrative responsibilities.
- Must be able to sit for extended periods while performing accounting, reporting, and computer-related tasks.
- Must be able to travel between QTE business locations and attend meetings, training, or other business-related activities as necessary.

Employee Benefits

- Competitive salary based on qualifications and experience.
- Medical, dental, and vision insurance coverage.
- Paid time off, including vacation, sick leave, and recognized holidays.
- Retirement savings opportunities, subject to plan eligibility.
- Professional development, training, and leadership growth opportunities.
- Employee discounts at select QTE Enterprise businesses.

General Information:

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

HOW TO APPLY: Send the Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

Via email: gte.hr@quileutetribe.com

-OR-

**The Quileute Tribal Enterprise
Human Resources Department
P.O. Box 67 La Push, Washington 98350**

Ensure your application contains:

1. Quileute Tribal Application (REQUIRED)
2. Cover Letter (REQUIRED)
3. Resume (REQUIRED)
4. Tribal Enrollment Verification (REQUIRED, if applicable)
5. Driver's License (REQUIRED)
6. Diploma/Transcripts(s) High School/GED, College (REQUIRED)
7. Certification(s) (REQUIRED)
8. Credentials (REQUIRED)
9. Writing Sample(s) (if required)

NOTE: Incomplete applications will not be considered.