Quileute Tribal Council
• QUILEUTE INDIAN TRIBE •
Human Resources Department
P.O. Box 279 • La Push, WA • 98350
(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368

# Quileute Tribe
# Job Description

## ACCOUNTING GENERALIST

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

Applications can be downloaded at www.quileutetribe.com/job-openings/

Via email: hr@quileutetribe.com

-OR-

**The Quileute Tribe**
**Human Resources Department**
**P.O. Box 279**
**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)
5. Driver's License (REQUIRED)
6. Diploma/Transcripts(s) High School/GED, College (REQUIRED)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

***NOTE: Incomplete applications will not be considered.***

Position: **Accounting Generalist**
Supervisor: Senior Accountant-Accounting Duties
Budget & Grants Officer-Budget & Grants Duties
Location: Tribal Administration
Work Info: Full Time: 40 Hrs/Week (M-F)
Salary: DOQ/E

## POSITION SUMMARY:

The Accounting Generalist (Budgets, Grants & Finance) serves as a floater position within the Finance Department, providing accounting support across grant management, budget tracking, and general finance operations. This position assists with financial reporting, compliance, reconciliations, and day-to-day accounting functions, ensuring accuracy, consistency, and adherence to tribal, federal, and grant-specific requirements. The Accounting Generalist is expected to work collaboratively across programs and finance staff and may be assigned additional duties or responsibilities as operational needs change.

## ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

### Grant & Budget Support

- Assist with financial tracking and monitoring of grant budgets and expenditures.
- Support preparation and submission of grant financial reports, reimbursement requests, drawdowns, and required supporting documentation.
- Review expenditures for allowability, allocability, and compliance with grant terms and conditions.
- Maintain organized and up-to-date grant financial files for audits and monitoring reviews.
- Assist with budget development, revisions, and amendments as needed.
- Monitor budget balances and assist with variance analysis and reporting.
- Coordinate with program managers to ensure expenditures align with approved budgets and grant requirements.

### General Accounting & Finance Support

- Assist with accounts payable, accounts receivable, payroll allocations, and journal entries.
- Perform account reconciliations and assist with resolving discrepancies.
- Support month-end and year-end close processes, including preparation of schedules and reports.
- Enter, review, and maintain financial data within the accounting system.
- Assist with audit preparation, including gathering documentation and responding to auditor inquiries.
- Support internal controls by ensuring proper documentation, approvals, and compliance with policies and procedures.

**Cross-Functional & Administrative Support**

- Serve as backup support for other accounting and finance functions as needed.
- Respond to internal inquiries related to budgets, grants, and financial transactions.
- Assist with developing and maintaining accounting procedures and documentation.
- Participate in finance-related projects, system updates, or process improvements.
- Maintain confidentiality of financial, grant, and employee information.
- Perform related duties as assigned.
- Other duties as assigned.

## SKILLS, KNOWLEDGE AND ABILITIES

- Working knowledge of generally accepted accounting principles (GAAP) and financial recordkeeping practices.
- Familiarity with grant compliance requirements, including federal and tribal funding guidelines.
- Ability to analyze financial data, identify discrepancies, and recommend corrective actions.
- Strong attention to detail, accuracy, and organizational skills.
- Ability to manage multiple priorities and shift between duties as needed.
- Proficiency in Microsoft Excel, Word, and other Microsoft Office applications; experience with accounting software preferred.
- Effective written and verbal communication skills.
- Ability to work independently and as part of a team.

## WORK ENVIRONMENT:

- Primarily office environment with prolonged periods of sitting and computer use.
- Frequent use of computers, phones, and standard office equipment.
- Occasional deadlines requiring flexibility in scheduling.

## PHYSICAL DEMANDS:

- Ability to sit for extended periods of time.
- Frequent use of hands and fingers to operate a computer and other office equipment.
- Ability to occasionally stand, walk, bend, or reach.
- Vision abilities required include close vision and the ability to adjust focus.

## SUPERVISORY RESPONSIBILITY:

**None**

## QUALIFICATIONS:

**Required Qualifications:**

- High school diploma or GED.
- Three (3) to five (5) years of progressively responsible experience in accounting, bookkeeping, finance, or related financial support roles.
- Basic knowledge of accounting principles and financial recordkeeping.
- Proficiency in Microsoft Excel and other Microsoft Office applications.
- Ability to maintain confidentiality and handle sensitive financial information.

**Preferred Qualifications:**

- Associate's degree or higher in Accounting, Finance, Business Administration, or a related field.
- Experience working with grants, budgets, or public-sector, tribal, or governmental accounting.
- Familiarity with grant compliance requirements and financial reporting.
- Experience with accounting or financial management systems.

## 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.

**Special Requirements:** Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

**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.

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