

PENOBSCOT NATION

TRIBAL ADMINISTRATION
HUMAN RESOURCES



12 Wabanaki Way
Indian Island, ME 04468
TEL: (207) 817-7312

JOB ANNOUNCEMENT:

The Penobscot Nation is seeking applicants for the following position:

OPENING DATE: 9/18/2023

CLOSING DATE: Until Filled

STAFF ACCOUNTANT I

JOB STATUS:

Career Field: Program Staff
Pay Range: \$18.53 - \$32.14
Category: C
Classification: Non-Exempt, Regular, Full-Time

LOCATION:

Penobscot Nation
12 Wabanaki Way
Indian Island, ME 04468

BRIEF DESCRIPTION OF DUTIES:

SEE ATTACHED JOB DESCRIPTION

QUALIFICATIONS REQUIRED:

Bachelor's Degree with major in accounting required. Experience with Federal grants administration preferred. Minimum of 1-3 years of experience with prior supervisory duties in accounting department preferred. Valid State of Maine driver's license with clean driving record. Indian Preference will be adhered to in accordance with the Penobscot Nation's Personnel Policies and Procedures.

HOW TO APPLY:

- Apply online at <https://www.penobscotnation.org/departments/human-resources/employment-opportunities>
- Submit completed applications and resume along with certifications to Human.Resources@penobscotnation.org
- For further information, call 817-7312 or email at Human.Resources@penobscotnation.org

JOB DESCRIPTION

Position Title: Staff Accountant I

Department: Finance Office

Reports To: Director of Finance (CFO)

Rate of Pay/Category: Program Staff/Category C (\$18.53 -\$32.14 per hr.)

Status/Term: Non-Exempt, Full-Time, Regular

JOB SUMMARY:

Assumes responsibility for various accounting tasks with some supervisory responsibility over accounting office staff. Tasks include account analysis and reconciliation, proration's, allocations, preparations for annual audit, financial statement preparation. Works closely with CFO to maintain and improve accounting processes and procedures. Person must have comprehensive computer skills with a working knowledge of Microsoft Excel and Word. Experience of other software such as Crystal Reports, Access, etc. is helpful.

ESSENTIAL DUTIES/RESPONSIBILITIES:

- Assumes responsibility for audit preparation and worksheet preparation for year-end including accounts analysis.
- Reconciles bank accounts with general ledger accounts.
- Assumes responsibility for fixed asset monitoring, control, and record maintenance.
- Assists with large asset procurement and bid processing (PIN rental purchases).
- Oversees processing, submittal and posting of credit card processing to insure timely accurate recording.
- Approves payroll processing and prepares payroll reporting.
- Assists with supervision and training of accounting staff.
- Reviews budget reports and reports exceptions to the CFO.
- Monitors and creates postings to the accounts for all Trust Fund activity including investments, payouts, and manual transactions.
- Cross-trains in all accounting office duties to fill-in or help train new staff or current staff on new procedures.
- Interacts harmoniously and effectively with others, focusing upon the attainment of Penobscot Nation goals and objectives through a commitment to teamwork.
- Conforms to acceptable attendance/punctuality standards as expressed in the Employee Handbook.
- Performs other duties as assigned as required.

KNOWLEDGE/SKILLS/EXPERIENCE REQUIREMENTS: (education required/preferred, skills required/preferred, years of experience required/preferred)

Bachelor's Degree with major in accounting required. Experience with Federal grants administration preferred. Minimum of 1-3 years of experience with prior supervisory duties in accounting department preferred.

LICENSES/CERTIFICATES/REGISTRATIONS: (driver's license, professional licensing/certification)
Valid State of Maine driver's license with clean driving record.

PHYSICAL DEMANDS/CONDITIONS/REQUIREMENTS: (physical requirements of position, job environment/conditions)

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to stand, walk, kneel, bend, crouch, run, reach overhead, grasp, push, and pull, use hands to finger, handle, or operate objects, controls, or equipment. The employee must be able to work at a computer terminal for extended periods of time. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Although work is performed most frequently in a normal office setting, some work may occur in an outdoor setting.

Pre-employment physical will be conducted in accordance with the Penobscot Nation Personnel Policies and Procedures. Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on an individual basis upon request