

Office of the Chief and Council

Kirk E. Francis
Chief

Mark Sockbeson
Vice-Chief



**Penobscot Nation
Human Resources**
12 Wabanaki Way
Indian Island, Maine 04468
Phone: (207) 817-7306
Fax: (207) 817-7463

JOB ANNOUNCEMENT

Opening Date: January 1st, 2025

Closing Date: Until Filled

Position: Staff Accountant

Department: Finance Department

Reports To: Director of Finance

Pay Range: \$20.49 - \$35.53

Status/Term: Full-time, Non-Exempt

Location: 12 Wabanaki Way. Indian Island, ME 04468

Job Summary:

The Penobscot Nation is seeking a detail-oriented and experienced Staff Accountant to manage essential accounting tasks and support the financial health of the organization. This role includes responsibilities such as account analysis and reconciliation, proration, allocations, financial statement preparation, and assisting with annual audit preparations. The Staff Accountant will also provide supervisory oversight of accounting office staff and work closely with the Chief Financial Officer to maintain and enhance accounting processes and procedures. The ideal candidate will have comprehensive computer skills, with proficiency in Microsoft Excel and Word, and familiarity with additional software such as Crystal Reports and Access is highly desirable. This position requires a commitment to accuracy, teamwork, and continuous improvement in financial operations.

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

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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.

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.

Physical Demands/Conditions/Requirements:

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.

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How to Apply:

- - Applications are available at the Human Resources Office or the Secretary's Office at the Nick Sapiel Building, Indian Island, Maine. Applications can also be downloaded at www.penobscotnation.org.
- - Apply online at <https://www.penobscotnation.org/departments/human-resources/employment-opportunities>.
- - Submit completed applications and résumés along with certifications to Human.Resources@penobscotnation.org.
- - For additional information, call (207) 817-7306 or email Human.Resources@penobscotnation.org.

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.