

# Five Sandoval Indian Pueblos, Inc.

## Position Classification and Description



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**Position Title:** Staff Accountant  
**Classification:** Exempt  
**Department:** Accounting  
**Supervisor:** Fiscal Officer  
**Grade:** E3

### **Position Summary:**

Assists the Fiscal Officer in the general management of the Five Sandoval Indian Pueblos, Inc. centralized accounting system on a day to day basis. Keeps Fiscal Officer informed of all activities.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

### **Essential Duties & Responsibilities:**

- Prepares payroll for approximately eighty (80) plus employees. Checks for supervisor's approval and employee's approval. Matches time sheets with leave slips. Reconciles sick leave and annual leave balances and makes adjustments as required. Process via electronically or manually payroll deposits, federal and state taxes, pension, all other deductions for payments.
- Prepares cost allocation schedules and payment vouchers for rent, utilities, medical and liability insurance, audits and pension.
- Responsible for timely and balanced drawdown of funds on grant awards utilizing electronic transfer of funds to FSIP bank accounts via internal modems. Assists Fiscal Officer in projecting cash flow needs.
- Reconciles bank statements for all FSIP accounts.
- Notify employee(s) about required travel expense reports and allows employee(s) no more than one week to submit reports upon completion of travel. Reconciles all travel advances upon completion for employee travel. Process reimbursements for allowable travel expenses greater than advance amounts or request reimbursement for the difference if travel expenses are less than the advanced amounts. Expense travel advances to appropriate accounts via journal entry, supported with copy of travel advance check and expense report.
- Manages computer data entry work and monitors work performed by support staff.
- Responsible for timely and accurate preparation of monthly financial statements for program managers.
- Maintains effective accrual basis accounting system for FSIP, Inc. funds.
- Assists in maintaining proper internal control procedures designed to safeguard FSIP, Inc., assets and compliance with federal regulations and standards.
- Assists Fiscal Officer in financial analysis work.
- Performs internal audits of general ledger and program accounts.
- Prepares for funding agency audits and assists auditors in completing single audit.

- Other duties as assigned.

**Minimum Qualifications:**

Completion of business college with strong emphasis in accounting with two years of technical non-profit accounting experience and one year supervisory experience. Management may waive business college degree based on two years supervisory experience and three years of technical non-profit experience. Experience with any fund accounting software desired. Must have a valid driver's license and be insurable through the Organization's insurance carrier. Must be able to successfully pass a pre-employment drug/alcohol screen and background investigation including motor vehicle record check.

**Supervision Exercised:** Accounting Clerk II

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Fiscal Officer Date

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Human Resources Director Date

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Executive Director Date