



Daybreak Star Indian Cultural Center  
 Post Office Box 99100, Seattle, WA 98139  
 Phone: (206) 285-4425 Fax: (206) 282-3640

## JOB ANNOUNCEMENT

<b>JOB TITLE:</b>	<b>Accountant</b>		
<b>PROGRAM:</b>	<b>Finance</b>	<b>FLSA STATUS:</b>	<b>Non-Exempt</b>
<b>LOCATION:</b>	<b>Daybreak Star Cultural Center</b>	<b>WORK SCHEDULE:</b>	<b>40 hours per week</b>
<b>REPORTS TO:</b>	<b>Chief Financial Officer</b>	<b>PAY RANGE:</b>	<b>\$21 to \$24/hour DOE</b>

The United Indians of All Tribes Foundation (UIATF) is a non-profit organization working to provide vital social, cultural, and educational services to Seattle's American Indian/Alaska Native community.

### JOB SUMMARY:

The Accountant works closely with the Chief Financial Officer to maintain accurate financial records for the agency. The position has primary responsibility for accounts payable, establishing payroll and benefit administration, general ledger accounting, and other financial reporting projects as assigned. The position will also be responsible for cash management.

### ESSENTIAL FUNCTIONS:

- Work with the Chief Financial Officer (CFO) to maintain accurate bookkeeping and accounting records for all agency activity.
- Responsibility for all functions of payroll and employee benefit A/P.
- Review, ensure timely and accurate entry of timesheets for semi-monthly payroll processing.
- Responsible for tax payments, and reconciliation of payroll and taxes, payroll deductions, and payroll benefit general ledger
- Responsible for annual preparation and distribution of W-2's, W-3. and 1099 forms.
- Maintain accounting archives and employee permanent files
- Monitor and update all employee financial data, vacation accrual changes and deductions.
- Maintain EE sick and vacation accrual
- Process Employee Expense/ Mileage Reimbursements/Travel Advance Requests.
- Responsible for cash management and banking statements and subsidiary ledgers
- Enter A/R and cash receipts
- Reconcile monthly credit card report
- Review and process Purchase Order Requests.
- Match vendor invoices to purchase orders & resolve any resulting discrepancies.
- Process check requests upon review of prior approvals submitted.
- Respond to all vendor inquiries.
- Apply proper coding and process A/P in QuickBooks.
- Prepare AP Financial Reports.
- Maintain all active Vendor Contracts and I-9s
- Prepare and record cash deposits and take deposits to bank.
- Assist with annual audit preparation.
- Cross train and backup for other accounting staff.
- Other Duties as assigned.

## QUALIFICATIONS:

The minimum education requirements and qualifications for this position are Associates Degree in Accounting or 4+ years in the accounting field.

## KNOWLEDGE, SKILLS, ABILITIES AND OTHER WORK CHARACTERISTICS:

- QuickBooks Expertise, Microsoft Office proficiency
- Ability to work independently and collectively in a small accounting department
- Knowledge of A122 and A133
- Excellent written and verbal communication skills
- Highly organized with strong attention to detail
- Ability to prioritize tasks and handle tight deadlines without sacrificing quality or accuracy.
- Employee is subject to pass random drug/alcohol testing, and
- Criminal background checks (no misdemeanor or felony convictions)
- Applicant is required to have a valid driver's license and current auto insurance.

## AMERICANS WITH DISABILITY SPECIFICATIONS

### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### WORK ENVIRONMENT

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is not exposed to weather conditions.

The noise level in the work environment is usually moderate.

**JOB POSTING DATE: Internal 07/8/15**

**External: 7/14/15**

**CLOSING DATE: 7/31/15**

### APPLICATION PROCEDURE:

What needs to be SUBMITTED:

1. UNITED INDIANS APPLICATION FOR EMPLOYMENT
2. COVER LETTER
3. RESUME TO: [jobs@unitedindians.org](mailto:jobs@unitedindians.org) OR

Attention: Chrissy Harris, Administrative Coordinator  
United Indians of All Tribes Foundation  
Daybreak Star Indian Cultural Center  
PO Box 99100; Seattle, WA 98139  
Fax: (206) 282-3640

The United Indians Application for Employment can be obtained at Daybreak Star Indian Cultural Center (see Chrissy Harris) OR at [http://unitedindians.org/involved\\_jobs.html](http://unitedindians.org/involved_jobs.html).

**Compensation:** \$21 to \$24 per hour DOE

*United Indians of All Tribes Foundation is an Equal Opportunity Employer*