

Lummi Nation School

Educational Excellence for the Future



2334 Lummi View Drive / Bellingham, WA 98226

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'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Accounting Manager

OPEN: May 15, 2023

CLOSES: May 30, 2023

EXEMPT: Yes

JOB CODE:

SALARY: (12) \$40.14-\$45.20/hr. DOE

DIVISION: Education

SHIFT: Day

DEPARTMENT: Administration

LOCATION: Lummi Nation School

SUPERVISOR: Ed. Financial Controller

DURATION: SY – 12 Month Teacher Contract

VACANCIES: 1

JOB SUMMARY: Under the direction of the Education Finance Controller, the Accounting Manager shall be responsible for the direct daily supervision and operation of the accounting department (Accounts Payable, Cash Receipts, Accounts Receivable, and Payroll). The Accounting Manager shall assume delegation in the absence of the Controller.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Responsible for monitoring of the financial system to ensure that governmental finances are maintained in an accurate and timely manner.
2. Responsible for ensuring all financial transactions are recorded in accordance with US GAAP as defined by the Governmental Accounting Standards Board (GASB) and when applicable, OMB Circulars, State, and Federal funding agency regulations.
3. Accounts Payable, ensure that LNS is receiving payments, and paying vendors accurately and timely.
4. Ensure all financial data is entered into the system timely and accurately by following monthly closing processes as defined by the Controller.
5. Maintain financial files and records according to tribal and federal regulations.
6. Print and review all A/P payments for accuracy and allowability.
7. Responsible for oversight and review of payroll activities to ensure employees are paid in an accurate and timely manner in accordance with LIBC HR policies, IRS regulations, Employee benefit plans, Contracts, and other policies as defined by LIBC.
8. Manage employees within the accounting department, which include functions such as cash receipts, accounts payable and payroll.
9. Provide a high level of customer service and respond to requests for information and assistance from the LIBC, Education Administration, LNS Department Directors, Program Managers and employees when needed.
10. Prepare monthly fund financial statements in accordance with the finance master schedule.
11. Provide leadership and monitor all accounting activity to ensure that the accounting department is operating in a professional and efficient manner.
12. Ensure compliance with Title 28 as required. The Accounting Manager shall work with the Education Financial Controller to ensure that §28.09.060 compliance is enforced, and no funds are disbursed without an approved budget. The Accounting Manager shall develop a process for A/P and Payroll to comply with this section.
13. Develop and implement financial management policies for the Education Division, and provide training as needed on the policies and process.

14. Assist Education Financial Controller and Compliance Officer with all local, state, and federal performance audits, financial audits, and reviews.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Accounting, Finance, Business Administration, Tribal Governance and Business Management, or related field; and
 - Two (2) years of governmental funds and accounting experience; and
 - Two (2) years of experience operating integrated financial software systems; and
 - Two (2) years of experience with American Accufund governmental financial software systems desired (G/L, A/R, A/P, Fixed Assets, Payroll, and Budgeting) or related system; and
 - Two (2) years of experience with computerized accounting system administration experience;
- OR**
- Master's degree in Accounting, Finance, Business Administration, or related field.
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to work in a high stress environment.
- Possess excellent supervisory and leadership skills for team building.
- Possess high analytical and problem-solving skills.
- Experience with payroll systems and reporting requirements.
- Excellent communication skills, including verbal, listening and written skills.
- Knowledge and skills for the maintenance of the general ledger, accounts payable, accounts receivable, payroll and purchasing systems and reconciliation of accounts.
- Knowledge of reporting formats for governmental agencies and departments.
- Ability to work with all kinds of personnel, community, and agencies.
- Responsible for ensuring that all financial records are identified and confidential.
- Experience with MS NT, Windows based applications; Excel, Word.
- Experience with computerized integrated Payroll/Human Resources systems desired.
- Experience in converting complex financial software systems desired.
- Experience with governmental fund accounting principles highly desired.
- Ability to always maintain strict confidentiality.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position requires regular contact with or Control over Indian Children and is therefore subject to an extensive Criminal Background Check and CAMIS Check with Washington State Patrol and Federal Bureau of investigation Fingerprint Clearance.
- Proof of U.S. Citizenship.
- Must be fully vaccinated for COVID-19 including two (2) doses of a 2-dose series, or one (1) dose of a 1-dose series, plus 14 days beyond the final dose prior to the start date

TERMS OF EMPLOYMENT:

- All elements of this job description apply.
- Academic School Year (12 Month Teacher Contract)
- Salary depends on WA State Teacher Pay Scale.
- 90 Day Probationary Evaluation Period Applies.

EVALUATION

- Performance of this job will be evaluated in accordance with provisions of policy on Evaluation of Professional Personnel.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobNow.php> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.