



# Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

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

## **JOB ANNOUNCEMENT**

**JOB TITLE:** Accounting Manager  
Office of Management and Budget (OMB)

**OPEN:** November 6, 2023

**EXEMPT:** Yes

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

**SHIFT:** Day

**LOCATION:** Tribal Administration

**DURATION:** Regular Full-Time

**CLOSES:** November 20, 2023

**JOB CODE:**

**DIVISION:** OMB

**DEPARTMENT:** Finance

**SUPERVISOR:** Controller

**VACANCIES:** 1

**JOB SUMMARY:** Under the direction of the LIBC 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 Administration, 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 OMB Finance 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 LIBC Accounting Division, and provide training as needed on the policies and process.
14. Assist OMB Finance Controller and CFO 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) consecutive years of governmental funds and accounting experience; and
  - Two (2) consecutive years of experience operating integrated financial software systems; and
  - Two (2) consecutive 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) consecutive 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 Criminal Background Check.
- Proof of U.S. Citizenship.

**TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail [libchr@lummi-nsn.gov](mailto: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.