



JOB DESCRIPTION

Position: General Ledger Accountant II

Department: Finance

Reports To: Treasurer

FLSA Status: Non-Exempt

Salary Range: Starting at \$57,000 (DOE)

Position Summary

The General Ledger Accountant II is responsible for maintaining the integrity of the Tribe's financial records by managing assigned general ledger accounts, preparing reconciliations, and supporting the monthly and annual financial close process. This position plays a key role in ensuring accurate financial reporting for tribal programs, enterprises, and grants while maintaining compliance with tribal policies, federal grant requirements, and governmental accounting standards.

Essential Duties and Responsibilities

- Maintain assigned general ledger accounts and ensure accuracy of financial records.
- Prepare journal entries including accruals, adjustments, and reclassifications.
- Maintain and update the chart of accounts as directed.
- Monitor trial balance activity and identify discrepancies.
- Prepare monthly reconciliations for bank accounts and balance sheet accounts.
- Investigate and resolve reconciling items and account discrepancies.
- Lead assigned work streams in the monthly and year-end close process.
- Prepare supporting schedules and documentation for financial reporting.
- Ensure expenditures are properly coded to the appropriate fund, program, or grant.
- Assist with grant reporting and ensure compliance with federal funding requirements.
- Assist in preparing monthly, quarterly, and annual financial statements.
- Prepare variance analyses and financial summaries for management.
- Prepare audit schedules and supporting documentation for external auditors.
- Support implementation of internal control procedures and compliance with tribal financial policies.

- Provide accounting guidance to tribal departments and program managers.
- Work closely with accounts payable, payroll, grants, and budget staff.

Minimum Qualifications

Education

Bachelor's degree in Accounting, Finance, or a related field.

Experience

- 3–5 years of professional accounting experience.
- Experience with general ledger accounting and financial reconciliations.
- Experience supporting financial close and audit preparation.

Knowledge and Skills

- Knowledge of governmental or fund accounting principles.
- Understanding of financial reporting and audit preparation.
- Strong reconciliation and analytical skills.
- Advanced proficiency in Microsoft Excel.
- Experience with accounting software or financial management systems.

Preferred Qualifications

- Experience working in tribal government or grant-funded programs.
- Knowledge of federal grant compliance (Uniform Guidance 2 CFR Part 200).
- CPA, CGFM, or other accounting certification preferred.

Working Conditions

Primarily an office environment with occasional extended hours during financial close or audit periods.

This job description is intended to convey information essential to understanding the scope of the General Ledger Accountant II role within a Tribal Government context. Actual responsibilities and qualifications may vary based on the specific needs and circumstances of the Tribal Government.

CONDITIONS OF EMPLOYMENT:

- Must sign Confidentiality Non-Disclosure Agreement
- Must be able to pass a drug test
- Must have a valid driver's license.
- The employee will have a 90-day introductory period
- Must pass the Background Licensing
- *Preference will be given to qualified Native Americans, pursuant to section 7(b) of Public Law 93-638.*

I have read and understand the above duties and responsibilities outlined in this job description.

General Ledger Accountant II

Date

Tribal Council Treasurer

Date

Human Resources Representative

Date