



COLUMBIA RIVER INTER-TRIBAL FISH COMMISSION

729 NE Oregon, Suite 200, Portland, Oregon 97232

Telephone 503 238 0667

Fax 503 235 4228

Job Description

Job Title: Staff Accountant
Department: Finance & Operations
Classification: Full time, regular, exempt
Salary/Wage Range: DOE
Recruitment Period: July 18, 2012 closes: August 18, 2012
Location: Portland, Oregon

Job Summary/Primary Responsibility:

This position provides support to a broad range of accounting functions including contracts and travel coordination. Position also audits all travel by reconciling travel to approved rates for reimbursement. The position also tracks investment account performance on a monthly basis, and coordinates the development and approval process for all subcontracts.

The position also helps with fixed asset inventory, prepares general ledger journal entries, assists in special project management, participates in internal and external audit, and works in other areas managed by the Department.

Essential Job Functions:

- Performs the auditing of travel by reviewing authorizations, determining authorized expenditures in conformance to approved policies, reconciling amounts and submitting for weekly reimbursement to traveler. Also, reconciles travel balances with the accounts payable sub-ledger and sends out notices if amounts are due to CRITFC.
- Tracks CRITFC's investment accounts on a monthly basis by analyzing investments, reviewing investment asset allocations with approved policies, recommending policy changes as needed in light of investment objectives, reconciling accounts, determines the cash flow needs for the O&M Program with program director, and prepares schedules for review in the audit process.
- Works on subcontracts by assisting with their development and routing, coordinating with subcontractors to secure information for checking the Excluded Parties List System (EPLS), to procure DUNNS number information and their latest audited financial statements as needed, assisting project directors to ensure sub recipient monitoring is addressed, performs account reconciliations and resolves issues, interprets and provide information to meet federal Transparency Act requirements, and tracks ledgers for final payment.

- Backs up all contractual tracking obligations by maintaining files, approving purchase order requisitions for contracts, tracking revenues & expenditures, preparing & submitting invoices, financial reports (quarterly, annual, and final program financial reports), reconciling accounts, performing reimbursement draw-downs from contracting agencies and other institutions.
- Backs-up travel for Commissioners and staff by receiving authorizations (TAs), making travel arrangements, determining per diem rates, booking lodging, airfare, etc., and providing information to travelers.
- Helps maintain fixed asset inventory by helping with yearly inventory, and ensuring all items are recorded for insurance purposes.
- Assists internal and external audit by analyzing and reconciling accounts, preparing schedules and journal entries, and making recommendations to ensure accuracy of accounts.
- Assists in special projects by providing financial analysis to provide support and to develop recommendations.
- Backs-up the payroll function by compiling time sheet detail, making changes to employee data, and transmitting the payroll for processing by an outside payroll service.

Job Requirements/Qualifications: This position is expected to exercise independent judgment and initiative in performance of duties and assignments, and should have experience in working with levels of accounting and demonstrate the ability to work cooperatively with other staff. Confidentiality of information is required.

- Bachelor's Degree in Accounting or Business required. CPA preferred.

In addition, the following qualifications are required:

- A minimum of two- three years' experience in accounts payable, accounts receivable, payroll, general ledger account analysis including preparation of general journal entries.
- A minimum of two- three years' experience with ACCPAC, or similar accounting software. Proficiency in Microsoft Office Excel and Word software applications.
- A minimum of two- three years' experience in the area of contracts, including tracking revenues & expenditures, preparing & submitting invoices, financial reports (quarterly, annual, and final program financial reports), performing reimbursement draw-downs from contracting agencies, and administering subcontracts, contracts.
- Experience working with a Not-For-Profit and Governmental organizations (Public accounting), with a working knowledge of the Single Audit Act and Fund Accounting is beneficial. Payroll experience using Paychex payroll service is also beneficial. An understanding of financial markets (stocks, bonds, mutual funds, interest rates,

inflation) and tracking and reconciliation of investment instruments is also beneficial.

Working knowledge of governmental accounting practices and procedures, including Federal Travel Regulations (FTRs) and of Federal OMB financial standards that apply to federally-recognized Indian tribal governments (Circular A-87, A-102, A-133, etc.) will also be considered favorably.

Supervision Received: This position reports to the Controller on an ongoing basis.

Supervision Given: This position has no supervisory role.

Physical Working Conditions: The position will require occasional moving of files. Additional or extended working hours will be required occasionally to deal with accounting issues. Valid driver's license and good driving record are required.

CRITFC Motor Vehicle Policy:

The driver operating a CRITFC vehicle or their own private vehicle for business related purposes shall be in possession of a valid, unrestricted current driver's license, or other operator's license, as required by law; and be eligible for coverage under CRITFC's Motor Vehicle insurance policy. Upon request, CRITFC's Motor Vehicle policy is available to applicants to review the required criteria.

Application procedure:

Hiring preference will be given to qualified enrolled members of federally recognized tribes and Alaska natives, especially to members of the four CRITFC member tribes (Warm Springs, Yakama, Umatilla, and Nez Perce).

Note: no incomplete application will be considered.

Send a complete application materials include a cover letter, CV/resume, completed job application with signature, electronic or typed in signature is accepted (available on our website at www.critfc.org "employment opportunities" on the bottom left corner or by calling 503.238.0667), a copy of relevant certifications and a list of at least three professional references.

Submit to:

Columbia River Inter-Tribal Fish Commission
Attn: Human Resources
729 NE Oregon, #200
Portland, Oregon 97232
Email: hr@critfc.org
Fax: 503.235.4228

