



SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources
11373 Moorage Way
La Conner, WA 98257
Phone (360)466-7347 | Fax (360)466-1348

Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy?	
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders?	

JOB TITLE: Full Charge Bookkeeper (1.0 FTE)

DEPARTMENT: Utility Authority

SUPERVISED BY: Utility Director

POSITION SUMMARY:

This position requires the employee to be comfortable in working in a courteous, professional and team-oriented manner with the public & customers, vendors, fellow employees, outside governmental representatives and governing boards. The job requires punctuality, patience, and the ability to listen constructively and follow through with needed financial protocol and duties. The job also requires the ability to meet deadlines and the willingness to work extra hours, as needed.

JOB QUALIFICATIONS

1. An Associate’s degree in accounting with 3-5 years of progressive accounting responsibilities;
2. A valid Washington State driver’s license;
3. Job experience and good working knowledge of QuickBooks, Microsoft Word, and Excel; and, ability to learn, evaluate and implement new accounting & billing programs, as needed;
4. Preferred experience with water billing software;
5. Must be bondable.

PRINCIPAL DUTIES

This position is responsible for oversight and/or performance of all accounting duties for the Swinomish Utility Authority including but not limited to:

1. Reconciliation of bank statements & maintaining checking/savings registers;
2. Reconcile daily payment registers, audit for accuracy;
3. Preparation of banking deposits;
4. Preparation and tracking of customer billings & set up new accounts;
5. Maintenance of customer account information;
6. Track and calculate payments received for payments due;
7. Calculation of payoff amounts for utility assessments;
8. Production of reports and correspondence as required for payoff amounts;
9. Posting entries into the General Ledger Account and maintaining all computer generated reports.
10. Preparation of financial reports for Director and Utility Board;
11. Troubleshoot accounting problems as needed;
12. Take lead in preparation for annual financial audits;

13. Assist Director with preparation of operating budgets;
14. Assist with front office functions and customer assistance, as needed;
15. Preparation of SF425 Quarterly reporting;
16. Manage document retention in accordance with general accounting practices;
17. Track & prepare Utility Tax Filings;
18. Water loss analysis calculation and reporting to client/Director;
19. Yearend casino expense reconciliation for annual billing;
20. Yearend Town of La Conner Fair Share reconciliation;
21. Track inventory and location of new water meters and assign to associated addresses & accounts;
22. Review utilities pre-billing edit reports for accuracy in meter reads and water/sewer use;
23. Yearend reporting on Accounts Receivable and Payable balances to the Tribe for their audit;
24. Correspondence with Tribal Accounting Department on payroll deduction payments for Utilities;
25. Prepare monthly billings statements;
26. Coordinate water services termination;
27. Review and prepare account payables, assign projects accounting codes, check for accuracy of bills, enter payments into QuickBooks, and correspond with vendors regarding discrepancies and questions;
28. Prepare checks for Utility Board approval;
29. Prepare senior subsidy, tribal buildings and work subsidy bills for payment;
30. Prepare payroll;
31. Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of accounting and data programs associated with utilities;
2. Ability to solve practical problems and deal with a variety of clients and vendors;
3. Demonstrated ability to effectively communicate verbally and in written form;
4. Requires strong organizational skills and the ability to prioritize multiple tasks and meet deadlines.
5. Must have a valid driver's license with satisfactory history acceptable to Swinomish insurance carrier

EMPLOYMENT CONDITIONS

Employees in this classification are considered non-exempt. Consistent with practices on federally recognized Indian Tribes, Native American hiring preference will apply. All offers of employment are contingent on the successful completion of a drug and alcohol screening. A successful applicant must meet minimum standards of character based on a background check.

TRIBAL PREFERENCE

Indian Preference in hiring shall apply to Swinomish Indian Tribal Community job opportunities. Employees working with vulnerable populations will be required to submit to drug and alcohol screening as needed.

Employee: _____ Date: _____

Supervisor: _____ Date: _____