



## **Suquamish Seafoods**

P.O. Box 1413 • Suquamish, WASHINGTON 98392  
TELEPHONE (360) 394-8512 • FAX (360) 394-7117

# Position Description

<b>Job Title</b>	Staff Accountant
<b>Department</b>	Administration - Finance
<b>Reports To</b>	General Manager
<b>Status</b>	Permanent / Full Time
<b>Salary Range</b>	D.O.E.
<b>Location</b>	Port Madison Indian reservation, Suquamish Tribal Government Offices, Suquamish Washington

### **Summary**

This is overall accounting position of the financial transactions of all Suquamish Seafoods operations, and working closely with the Suquamish Tribal Finance Department. It involves the overall organization, management, coordination, and execution of the day-to-day financial activities of Suquamish Seafoods. Also assist with some reception duties and other duties as assigned by the General Manager. This Staff Accountant position work bears a high degree of responsibility for attention to detail, accuracy and timeliness with minimum direct supervision. The Staff Accountant is responsible for maintaining accurate and up-to-date financial records for all Suquamish Seafood programs and operations. The Staff Accountant provides financial advice and assistance to, and is directly responsible to, Suquamish Seafoods General Manager.

### **Duties and Responsibilities**

The duties of this position include, but are not limited to:

- Instructs and monitors staff that is assigned to assist in carrying out financial and bookkeeping duties.
- Maintains records on all bank accounts, accounts receivable, billings for expenditures, purchase orders, and vouchers for payment.
- Calculates Suquamish Seafoods employee payroll and Divers payroll and prepares all payroll deductions

- Develops and maintains the expenditure budgets, encumbrance ledger, accounts payable and accounts receivable journals, and revenue ledger
- Grant activity support and reporting
- Balance monthly bank statements.
- Prepares monthly invoices, quarterly financial status reports, statements of revenue and expenditures, and other financial reports as necessary. Brings necessary reports to the SSE Board each board meeting.
- Performs related financial accounting and bookkeeping tasks as assigned.
- Provides financial advice and assistance to the General Manager, Suquamish Seafoods employees and Suquamish Tribal Community as requested.

**Skills and Specifications**

- Knowledge and experience in methods, practices, terminology, forms, and journals used in standard bookkeeping and accounting.
- Experience skill in organizing, analyzing, evaluating, and recording financial data in the day-to- day keeping of books for the tribe.
- Experience and knowledge of the double-entry bookkeeping system and procedures, the one-write system, and general fund accounting.
- Must adhere to the personnel policies and drug and alcohol polices.
- Must submit to and clear a pre-employment alcohol and drug test, and criminal background check

**Education and Qualifications**

- AA Degree in Accounting preferred or 3+ years accounting experience
- Must obtain or have a Valid Washington State Driver’s License
- High school diploma or GED required
- Ability to communicate well with tribal staff, administration, Suquamish Tribal Business Committee, and financial professionals.

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**Employee Signature**

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**Date**

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**General Manager Signature**

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**Date**

Except as provided by the Federal Indian Preference Act, Title 25 USC 45 – 46, there will be no discrimination in selection process for this position because of race, color, age, sex, national origin, physical handicap, marital status, political membership or non-membership in an employee organization. If the applicants have equal qualifications, preference will be given to Native Americans and Alaskan Natives. Applicants claiming Indian preference must submit verification of Indian certification by tribe of affiliation or other acceptable documentation of Indian heritage. All other interested persons are encouraged to apply.