



## **JOB DESCRIPTION**

### **Accountant I**

**Department:** Administration  
**Reports To:** Director, Fiscal Services  
**FLSA Classification:** Non-Exempt  
**Wage Range:** 6/7

#### **Position Summary:**

Under general supervision, the Accountant I will perform varied and increasingly responsible clerical and administrative work related to data entry for recording and reconciling technical accounting tasks. This position requires multi-tasking and timely completion of tasks in coordination and collaboration with fiscal, program, and Tribal staff. Position is located at SPIPA Intertribal Professional Center (IPC) in Shelton.

#### **Responsibilities:**

- Work directly with AP/AR to keep all budget information up-to-date.
- Serve as cross-trained staff for processing Purchase Orders daily including maintaining and monitoring Purchase Order Log during the absence of other accounting team members.
- Prepare accounts payable entries into the fiscal software following approval.
- Receipt in payments received via mail, EFT, ACH against appropriate invoices.
- Maintain fiscal files and records in an organized manner to support audit and retention schedules, this includes both digital and paper documents.
- Assist the fiscal staff in maintaining the digital workflow and digital forms.
- Participate in annual audit and internal audit activities; as directed by supervisor or Workforce Development Program Manager.
- Assist with special projects as assigned.
- Other duties as assigned.

#### **Qualifications:**

- Associates Degree plus one (1) year of demonstrated progressive work experience in accounting office or fiscal operations support; **or** High School Diploma/GED plus three (3) years demonstrated progressive work experience in accounting office or fiscal operations support.
- Experience must include one (1) year of demonstrated computer data entry, spreadsheet, and word processing software program experience.
- Demonstrated knowledge of standard office procedures, practices, and equipment, including computer, calculator, copier and fax.

- Ability to work efficiently, effectively, and independently to meet deadlines.
- High level of organization skills and attention to detail.
- Excellent interpersonal skills and ability to work successfully in a team environment.
- Must have a proven record of maintaining strict confidentiality.
- Written communication skills to correspond with IPC staff, Intertribal partners, and vendors.
- Pass a background investigation. \*

**Knowledge, Skills, and Abilities:**

- Accounting – the ability to apply accounting policies and principles to properly record, report and maintain financial data associated with operational activities
- Communication – the ability to listen carefully and to use clear and concise oral and written skills to convey facts, present positions and interpret policies.
- Customer orientation – listens to customers, builds customer confidence, increases customer satisfaction, and ensures commitments are met, sets appropriate customer expectations, and responds to customers’ needs.
- Teamwork – a strong commitment to maintaining collaborative working relationships with internal partners and external customers.
- Technology – the ability to use sophisticated software and tools.
- Interpersonal skill – effectively and productively engages with others and establishes trust, credibility, and confidence with others.
- Analysis and problem solving – the ability to analyze financial information, select and gather data, and recommend or determine a course of action.
- Leadership – the ability to handle multiple job responsibilities, set priorities, maintain a high level of accomplishment, and implement process improvements.

**Physical Abilities/Essential Functions:**

Bending at the waist; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; hearing and speaking to exchange information; seeing to read reports and data; lifting light objects. Occasional travel to other SPIPA or Inter-Tribal locations.

**Salary/Fringe Benefits:**

Compensation for this position is dependent upon qualifications and based on a 37.5 hour week. Benefits include medical, dental, vision, life insurance and agency contribution to a retirement program.

**Confidentiality:**

This position will have knowledge of confidential personal information regarding others. The employee will be required to sign a Confidentiality Agreement and adhere to applicable standards.

**Equal Opportunity:**

SPIPA is an equal opportunity employer. However, Native American preference applies in that we seek to hire qualified enrolled members of SPIPA consortium Tribes, federally recognized Tribes or Alaskan Natives. Minimum qualifications must be fully met for all applicants to be considered for employment.

**Drug-free Workplace:**

SPIPA is committed to providing a drug-free workplace for its employees, volunteers and the communities it serves. This position requires successful completion of a pre-employment drug test.

**To Apply:**

Complete a SPIPA Employment Application packet and send with cover letter describing why you are the best fit for this position with resume including three work related references to:

SPIPA HR  
South Puget Intertribal Planning Agency  
3104 SE Old Olympic Hwy  
Shelton, WA 98584

Employment application available online at [spipa.org](http://spipa.org) or by calling 360.426.3990.

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