

Lower Sioux Indian Community (LSIC)



Job Description

Position: Accounting Manager
Department: Finance
Reports To: Finance Director
Supervises: Finance Clerks

Position Summary:

The LSIC Accounting Manager is responsible for the timely & accurate recording, reporting, and analysis of all accounting transactions related to the LSIC Government Operations.

Essential Duties and Responsibilities:

1. Supervision of Accounting Clerks, Accounts Payable, and Payroll Accounting
2. Timely preparation and analysis of Monthly, Quarterly & Annual Financial Data
3. Presentation of Monthly Financial Results to Finance Director
4. Review and Implementation of applicable Internal Controls
5. Documentation and Assessment of existing Processes and Procedures
6. Recommendations to Improve and Update Controls, Processes and Procedures
7. Implement Improvements as approved by Council
8. Regular communications with Tribal Department Managers related to Financial Results and Analysis
9. Provide Analysis and Reporting of Tribal Projects and Capital Activities
10. Maintain Fixed Asset Records
11. Develop & Maintain working relationship with Casino Finance Dept
12. Coordinate the Annual Budgeting Process
13. Responsible for maintaining the General Ledger system (books of record)
14. Assist Finance Director with annual year-end external audit
15. Other duties as assigned.

Qualifications:

1. Excellent attention to detail, time management, and organizational skills
2. The ability to problem solve and implement improvement initiatives
3. Possess excellent written and oral communication skills

4. Possess the ability to analyze and assess Financial and Operational data to help guide effective decision making
5. Ability to work well with a diverse population and to deal tactfully with the public
6. Ability to multi task and follow through with multiple initiatives
7. Possess strong computer skills using Microsoft Office 2007, Excel, Outlook, Accounting software and other software as necessary.
8. Ability to mentor staff and to guide them with professional development plans

Education and Experience:

Required:

Bachelor's Degree (or higher) in accounting or related field, AND
At least two (2) years of recent and successful employment experience within an office administration environment supervising at least two (2) individuals

OR

Associate Degree in accounting or related field, AND
At least five (5) years of recent and successful employment experience within an office administration environment supervising at least two (2) individuals