



# Eastern Band of Cherokee Indians

## Job Description

<b>Position ID Number:</b>	896-3750-006 896-3750-007 896-3750-008 896-3750-009	<b>Last Revised:</b>	08/16/2016
<b>Position Title:</b>	Accounting Coordinator II	<b>Department:</b>	Accounting
<b>Reports to:</b>	Planning & Analysis Manager	<b>Division:</b>	Treasury

**Primary Function:** Provide financial management for various Tribal Programs. Areas of responsibility include, but are not limited to, budget development, financial statement analysis, budget amendments, and compliance with Tribal policies and procedures. Compliance includes assistance with purchasing, operations within approved budgets, and grant requirements.

The success of Programs sponsored by Tribal government is essential in meeting the needs of the enrolled members and their families. The role of the Budget & Finance Division is to support Programs in every way possible while maintaining reasonable financial controls.

**Job Duties and Responsibilities:**

- Work with Directors and Program Managers to develop a comprehensive budget that documents assumptions.
- Provide financial statement analysis on a minimum of a quarterly basis to include flagging areas where income is below or expenses are above projected levels for interim periods and annual budget. Obtain Directors and Managers written explanations of deviations and assist with recommended action.
- Research balance sheet and income statement issues as requested by the Accounting Director, Accounting Manager, or Auditors.
- Participate in planning sessions to answer questions and offer suggestions.
- Provide training to Program Managers and staff in purchasing, accounting systems, and financial software applications.
- Review and approve budget amendments, journal entries, and financial status reports.
- Provide Directors and Program Managers with a schedule of Budget & Finance due dates so they can schedule work efforts for timely completion of reporting and compliance activities.
- Assist Programs in setting up the financial structure necessary to administer grants effectively.
- Work with programs to ensure proper recording of capital assets.
- Assist with the annual preparation of the Federal Financial Award schedule.
- Consult with Directors before scheduling meetings with Programs to obtain concurrence on need, agenda, and availability of staff.
- Inform Directors of any planned action on behalf of Programs.
- Work with Programs to assure compliance with Tribal policies on procurement and purchasing.
- Develop and implement internal controls in accordance with tribal policy to protect the assets of the Tribe. Directors and Program Managers have the direct responsibility to safeguard the Program assets and appropriate controls over expenditures.
- Assist internal and external auditors, including governmental agencies, with reviews of Program activities.
- Report material internal control weaknesses or other potential problems to Directors.
- Maintain all reports, records, files and logs as required.
- Disseminate information from the Budget Office, Accounting Department, and Grants Administration to the Program Managers and Administrative Assistants; ensuring everyone is

informed of procedures, forms and deadlines.

- Perform other duties as required.

**Education  
/Experience:**

Requires a Bachelors degree in Accounting or Finance. Must have three years verifiable experience in an accounting position with at least one year progressive supervisory experience to qualify for this position. Three to six months in this position will be necessary to become proficient in most aspects of the position.

**Job Knowledge:**

Candidate must have a thorough knowledge of policies, procedures, and guidelines of the Eastern Band of Cherokee Indians. Candidate must possess strong organizational skills with the ability to prepare and maintain detailed files, records, reports and logs. Candidate must be able to read, perform research and interpret reports/data, and use that information to compile or prepare various recaps, summaries, and other reports. Good communication skills, both verbal and written, are required. Candidate must have knowledge of a full range of office procedures as related to finance, administration, and supervision. This knowledge must be consistent with the various Programs, acts and policies within Tribal government. Candidate must possess a valid North Carolina driver's license.

**Complexity of  
Duties:**

- Develops new systems to meet accounting and related financial reporting requirements.
- Constantly evaluates and modifies existing systems to meet operational requirements.
- Duties are highly complex, varied, require planning and coordinating several activities at one time, and demand the use of problem solving skills and analysis of circumstances to develop appropriate actions. Is subject to frequent interruptions, in person and by phone, which require varied responses.
- It is imperative that a candidate must be organized and must demonstrate superior attention to detail. Candidate must be able to effectively manage time and prioritize projects in order to meet established deadlines. Individual initiative and judgment is necessary to meet numerous deadlines and provide support to various Tribal programs.

**Contact with  
Others:**

Internal contacts occur on a regular basis with division personnel. External contacts include granting agencies, vendors, contractors and external auditors, as well as other Tribal entities. The purpose of these contacts is for the exchange of information, and requires tact, courtesy, and professional decorum. Must be a team-builder and team-player.

**Confidential Data:**

Has access to all departmental files, memos, financial reports and budgets that are considered confidential. Must adhere to all tribal confidentiality policies and procedures in the performance of duties.

**Mental /Visual  
/Physical Effort:**

Close concentration and attention to detail are required for sustained periods of time. Position is subject to frequent interruptions, both on the phone and in person, requiring varied responses for each contact. Job duties routinely require visual acuity, manual dexterity, and the ability to speak, hear, walk, sit, stand, bend, and reach with arms and hands.

**Environment:**

Majority of work is performed in an office setting with occasional travel required.

**Extent of  
Supervision:**

Indirect supervision of division operations, methods, budget, and personnel.

**Scope of  
Supervision:**

None

**Supervision  
Received:**

Works under the general direction of the Planning & Analysis Manager. Has latitude for exercise of initiatives, discretion, and independent judgment within the Division.

**Responsibility for  
Accuracy:**

Deals with exact and precise figures/data. The Deputy Director, Directors and Program Managers rely on information provided on which operational and financial decisions are based. Most errors should be detected within the accounting systems and proofing procedures. Undetected errors could range from minor to significant in effect.