



JOB POSTING

POSITION TITLE:	Managerial Accountant & Analyst	FLSA STATUS:	Full-time/Exempt
DEPARTMENT:	Finance	SALARY:	Negotiable
LOCATION:	Aylett, VA	EDUCATION:	Bachelor's Degree
SUPERVISOR:	Director, Shared Services	WORK EXPERIENCE:	5 years

JOB SUMMARY:

The Upper Mattaponi Tribe is looking for a Managerial Accountant/Business Analyst to lead all aspects of the financial management, including department accounting, regulatory and financial reporting, budget, and forecasts preparation, as well as development of internal controls policies and procedures with an emphasis on businesses that the tribe operates. This position completes responsibilities under minimal supervision and works closely with the Director of Shared Services.

MAJOR DUTIES & RESPONSIBILITIES:

- GASB, GAAP and UMIT accounting policy and process subject matter expert
- Manage the monthly and year-end closing process, including analysis of account balance changes and reporting.
- Ensure that accounting activities (journal entries, closing entries, internal controls, etc.) are conducted and reported in accordance with Generally Accepted accounting Principles (GAAP) and that UMIT's financial reporting complies with GASB requirements and UMIT policies and processes.
- Develop process flows and other supporting materials to provide documentation and understanding of business transaction flows; make process improvement recommendations and contribute to business operating procedures for business operations to ensure accurate financial statement reporting.
- Develop improvement recommendations and lead various process improvement projects; may serve as project manager for various business projects as well.
- Oversee accounts payable, accounts receivable, general ledger maintenance, and budget monitoring focusing on the businesses of the Tribe.
- Ensure compliance with financial reporting requirements of Federal agencies and as required by UMIT policies and procedures as it relates to the businesses of the Tribe.
- Assist the Director Shared Services with external auditors and Federal agency auditors in the examination of UMIT financial records.

- Assist with budget. Manage processes to ensure budget is entered in financial software accurately prior to start of new fiscal year.
- Ensure compliance with written accounting policies and propose updates to the Director as needed to ensure strong internal controls and safeguarding of UMIT Healthcare's assets, as well as accurate and timely reporting of financial data.
- Reviews monthly reconciliations, monthly/quarterly/annual journal entries.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS:

Any equivalent combination of education and experience which provides the knowledge, skills, and abilities required to perform the job. Education and coursework can substitute for years of experience. Typical qualifications would be:

Experience:

- Minimum of a bachelor's degree from an accredited college or university in Accounting, Finance, Business Administration, Public Administration or a similar field. If the degree is not in Accounting, completed course hours must include a minimum of 24 credit hours of accounting.
- Minimum of five years of progressively responsible experience in Accounting, Auditing or Financial Management.

Preferred:

- Certified Public Accountant (CPA), Certified Public Finance Officer (CPFO), Certified Government Finance Officer (CGFO), or similar designation
- A master's or other further advanced degree in a business-related field
- Experience that includes governmental or healthcare preferred as well as supervisory
- PMP certification

OTHER REQUIREMENTS:

- Ability to adapt to a dynamic work environment and receive direction according to organizational needs.
- Applicants will be required to authorize a background check and submit to drug testing. Failure to do so will disqualify applicant for consideration for the position.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical duties include ability to lift up to 15 lbs. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is frequently required to stand, walk, and sit for long periods of time.

HOW TO APPLY:

Candidates desiring to apply for this position must submit the following to receive consideration:

- **Cover letter** explaining your qualifications and experience relevant to the functions of this position.
AND
- **Personal resume** identifying your qualifications and experience relevant to the functions of this position.

To apply for this position, interested candidates must submit their completed cover letter and resume on or before the closing date to:

**Upper Mattaponi Tribe
Attn: Managerial Accountant/Business Analyst Position
Email: careers@umitribe.gov**

NOTICE: Qualified Native Americans will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, ET. Seq) including other relevant laws. In accordance with Title VII of the 1984 Civil Rights Act, Sections 701(b) and 703(1), preference in filling all vacancies may be given to qualified American Indian candidates. In other than the proceeding situations, the Tribe is an Equal Opportunity Employer (EOE).