



QUECHAN INDIAN TRIBE

Fort Yuma Indian Reservation

P.O. Box 1899 • Yuma, Arizona 85366-1899

Human Resources Department

Telephone: (760) 919-3600 Ext. 280

Fax: (760) 919-3661

POSITION DESCRIPTION

Position: Accounting Technician

Salary: \$17.50 - \$22.00 per hour (DOE)

Opening: Monday, July 11, 2022

Closing: Open Until Filled

BASIC FUNCTION:

Under the supervision of the Finance Manager the Accounting Technician will prepare the required grant financial reports and disseminate to the agencies by the monthly, quarterly and yearly due dates; maintain the grant files and obtain information from funding agencies; account receivables and assist with the yearly tribal audit.

DUTIES & RESPONSIBILITIES:

- Ensures that all grant reports are correctly submitted and completed by the due date.
- Participate in monthly/quarterly meetings with Directors and Grant agencies to assure grants are in compliance.
- Maintain up to date spreadsheets with all grants/department awards.
- Review monthly department expense reports for accuracy and consistency.
- Ensures that financial grant information is received and maintains program files.
- Must maintain a line of communication with agencies and department Directors.
- Enter into MIP the payments received from grant agencies.
- Initiate all drawdowns from grant agencies.
- Provide assistance to Finance Department staff and perform other duties as assigned.

QUALIFICATIONS:

- Associate's degree in accounting but can also substitute the degree requirements with three years of experience in progressive accounting.
- Must have good mathematical background.
- Knowledge of general accounting procedures and MIP accounting system.
- Understanding of grant awards and ability to work with the Directors/Supervisors/Managers on financial reports.
- Knowledge of Microsoft Word, Excel, Outlook.
- Must have excellent verbal and written skills.

- Must be able to communicate effectively with co-workers and manager.
- Must have valid driver's license and be insurable.

FOR MORE INFORMATION AND TO APPLY:

Online application available at www.quechantribe.com or pick up at:

**Quechan Indian Tribe
Human Resource Department
350 Picacho Road
Winterhaven, CA 92283
Telephone: (760) 919-3600 Ext. 280
Fax: (760) 572-0515**

Mailing Address:

**P. O. Box 1899
Yuma, AZ 85366**

(All resumes must be accompanied by a Tribal Application)

For further questions or to return an application electronically please e-mail us at

hrclerk@quechantribe.com

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In other than the above, the Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988. Selected applicants **must** pass a pre-employment Alcohol/Drug screening and Background Check.