

**INTERNAL
JOB ANNOUNCEMENT
General Ledger Accountant – FT**

OPENING DATE: August 8, 2017
REVIEW DATE: August 16, 2017
CLOSING DATE: Open until filled
LOCATION: NWIC Lummi Campus
SALARY: \$47,000 Max. DOE

The salary placement upon hire will be based on the selected candidate's education and relevant work experience as outlined in the job announcement and the established salary schedule for the classification of position to be filled.

Northwest Indian College hiring practices including adherence to the Indian Preference Act (Title 25, U.S. Code, Section 473). NWIC supports and provides equal employment opportunity and educational opportunities without regard to race, color, religion, national origin, sex (including pregnancy), disability, age, veteran status, sexual orientation, gender identity or expression, marital status or genetic information.

SCOPE OF WORK

This position requires sufficient accounting skills to work in two areas, Grants Accounting and General Ledger reconciliation. Applicant will be responsible for all aspects of General Ledger accounting from budgeting to financial reporting, including General Ledger reconciliation which may encompass all areas of the NWIC accounting system including prior systems and historical documentation. This position reports to the Chief Financial Officer.

DUTIES AND RESPONSIBILITIES

1. Maintain all general ledger accounts, including assigning accounts, determining procedure for new items, data integrity, balancing, reconciliation, etc.
2. Provide general ledger information in support of the Chief Financial Officer.
3. Post Journal Entries, Cash Receipts and audit all other entries into the data base as needed.
4. Responsible for cash management.
5. Responsible for Infomaker report training in order to develop into Infomaker Specialist for system reports.
6. Maintain compliance with all NWIC finance requirements.
7. Maintain all files and information in an orderly manner.
8. Assist in NWIC annual budget process.
9. Ability to work cooperatively and successfully in a team environment while fostering partnership rapport.
10. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position has no delegated supervisory responsibilities.

QUALIFICATIONS REQUIRED to perform this position successfully:

Minimum Qualifications:

- Associate's degree in Accounting or related field.
- Two years of professional level accounting experience specifically in a fund accounting setting.
- Demonstrated understanding of comprehensive impact of grant accounting in institutional processing.
- Requires computer software proficiency at a high level, particularly in Excel, and comprehension of computer knowledge.
- Knowledge or experience in general ledger accounting is required.
- Knowledge of fund accounting is required.
- Excellent written and verbal communication skills.
- Excellent interpersonal skills.
- Ability to work in a team environment in order to achieve strategic and departmental goals.
- Ability to work independently with minimum supervision.
- Ability to maintain confidentiality.
- Excellent organizational skills with the ability to handle multiple tasks.
- Consistent and regular attendance.

Preferred Qualifications:

- Bachelor's degree in Accounting or related field.
- Previous experience working with Native Americans in a college setting or in the community.
- Experience with and sensitivity to Native American people and cultural customs.

Other Qualifications:

- Must have a current driver's license and a driving abstract that meets employer qualifications for insurability.

APPLICATION PROCESS

Interested individuals should submit the following application materials directly to the NWIC Human Resources Office only.

1. Cover letter addressing how you meet the position qualifications
2. NWIC application
3. Equal Employment Opportunity (EEO) form
4. Current and complete professional resume
5. Copies of college transcripts (*official copy requested at time of hire*)
6. Three **letters** of recommendation from persons, who are not members of your immediate family, who have firsthand knowledge of your qualifications for the position
7. If applicable to the position, provide copies of certificates/licenses/credentials

The job announcement and application forms are available online at www.nwic.edu/jobs or may be requested from and submitted directly to:

Northwest Indian College
Human Resources
2522 Kwina Rd.
Bellingham, WA 98226-9278
Telephone/Fax: (360) 392-4230
Email: employment@nwic.edu