

The Narragansett Indian Tribe (NIT) has the following Position opening
Staff Accountant

Posted Date: 12/09/2019

Closing Date: 12/13/2019

Hiring Department: Finance

Employment Condition: Full-time

Work Hours: 8:30 a.m. – 4:30 p.m., Monday through Friday

Location: NIT Administration Building, 4533 South County Trail, Charlestown, RI

Under the supervision of the Finance Director, the Staff Accountant plans and directs accounting functions as delegated by the Finance Director.

Duties:

- Assists the Finance Director in the development and implementation of goals, policies, priorities, and procedures relating to financial management, budgeting, fixed assets, filing, and other accounting practices
- Participates in accounts payable functions and payroll tasks
- Generates reports required by policy and accounting procedures to insure an adequate audit trail
- Provides support in the preparation of financial reporting as may be requested by internal and external users
- Assist in the preparation of Federal forms 1099 and annuals
- Assist in the installation and maintenance of new accounting, timekeeping, payroll, inventory, property, and other related procedures and controls
- Provides assistance in NIT's annual audit engagement
- Other duties as assigned

Requirements:

Bachelor's degree in accounting with a minimum of two (2) years' experience, preferably in managing multiple grants/contract, and experience dealing with funding agencies in a non-profit environment. Must be proficient in Excel and automated accounting. This position requires limited travel for training. Must also have a valid RI Driver's license and reliable transportation.

Additional Requirement:

Must be able to pass a background check and pre-employment drug testing.

How to Apply:

Submit a cover letter and resume to Beth A. Thomas, Human Resources Director, Narragansett Indian Tribe, P.O. Box 268, Charlestown, RI 02813 **OR** email to bthomas@nitribe.org.

The Narragansett Indian Tribe practices Indian Preference in Hiring and AA/EEO