### Overview
Maintains accurate and auditable financial records of Duwamish Tribal Services Inc., a nonprofit organization operated by the Duwamish Tribe. Maintain accounting records in accordance with GAAP and nonprofit accounting standards in order to accurately report all required city, state, county and federal tax reporting forms and reports. Accurate process and reports to state, county, federal agencies including payroll and month end, quarter and year end close procedures. Assist CPA in preparation of reporting annual 990 report.

### Duties and Responsibilities

#### Summary of Duties

**Accounts Payable** – Obtain approval for payments made to vendors for invoices with the Director. Properly code expenses by classification and general ledger account. Accurately enter invoices and create checks to vendors by due date. Acquire proper back up documentation supporting all accounts payable invoices. Pay invoices on time.

**Accounts & Grants Receivable** – Prepare customer invoices, for tour and rentals programs, and grants and contracts. Reconcile AR ending balance at month end.

**Payroll** – Accurately process bi-weekly and semi-monthly payroll ensuring accurate recording of expense and liability monthly. Oversee quarterly or year-end tax reports to Employment Security, the US Treasury, and Department of Labor. Track and maintain PTO accruals and process employer paid benefits. Accurately maintain employment filing system in compliance with all Labor and Industry standard practices.
Banking - Prepare and process daily bank deposits received from customers and other sources. Enter Daily Sales - POS End of Day Reports to record credit card payments. Reconcile Book/Bank balance for EFT/ACH Expenses and Deposits to assure accurate daily book balance. Reconcile monthly savings and petty cash accounts to Bank Statements researching and correcting any discrepancies.

Taxes- Prepare and file Monthly and quarterly sales tax returns. Annual federal and state unemployment tax returns, various payroll tax reports, property tax and business and operating tax returns. Complete various forms required by the federal and state governments including workers’ compensation, and sales tax collections.

Public Use & Public Benefit – Accurately report data to Department of Revenue Property Tax Assessments – Public use exemption and grant agencies to report agency activities performed, facility uses throughout the calendar year.

Clerical - Must be able to perform standard clerical duties, such as maintaining paper and electronic files. Organize records for archiving at year-end and throughout the year. Will have contact with customers and vendors through phone, fax, email and letters.

| Audit: | Works with the Director and outside CPA firm for the completion of any internal and external monthly, quarterly and year end financial review of financial statements. |
| Records: | Responsible for appropriate records management and retention. |

**Qualifications and Skills**

**Accounting:** Degree in Accounting - BAS Preferred. Experience may count towards college credit. Non-Profit Accounting experience required. - Grant accounting, Retailing POS systems, in-depth knowledge of QuickBooks Enterprise version or better. Highly organized and detailed oriented. Candidate must have proven demonstration of commitment to integrity and ethical values. Can independently exercise oversite of the development and performance of internal controls over financial reporting. Maintain compliance with laws, regulations and the provisions of contracts and grants relative to federal, state, county, or city awards or contracts.

**Tribal history:** Working knowledge of the history of the Duwamish Indian Tribe.

**Work environment:** Work is performed onsite only. Must be able to work in open environment. Schedule can be flexible depending on workload.

**Technology:** QuickBooks experience required. Experience in all Microsoft Office Products including Excel, word, Outlook, 10-key, File Share, Calendar.