



**CHOCTAW REGIONAL TRANSPORTATION AND  
MAINTENANCE FACILITY - STATE GRANT**

390 INDUSTRIAL PARK, SUITE I  
CHOCTAW, MS 39350

ADMINISTRATION: 601-650-7433 / 7428; MAINTENANCE SHOP: 601-650-7353 / 7426  
OPERATION TRANSIT: 601-650-7417 / 7430; FLEET MANAGEMENT 601-650-7429  
FAX 601-650-7442

**JOB ANNOUNCEMENT#004051**

**POSITION TITLE:** Accountant I  
**OPENING DATE:** MARCH 26, 2025 **MAR 26 2025**  
**CLOSING DATE:** APRIL 09, 2025 OR UNTIL FILLED  
**SALARY:** Tribal Salary Grade 12  
**SUPERVISOR:** Assistant Director, Community Regional Transportation and Maintenance Facility  
**EMPLOYMENT TYPE:** Regular Full Time; Exempt  
**JOB LOCATION:** Community Regional Transportation and Maintenance Facility

**General Description of Position:**

The Accountant I is responsible for maintaining accurate accounting records for Tribal, MDOT, and FTA Grant funded Programs. They will be responsible for preparing and submitting monthly expenditure reports and other financial reports to Program Directors, and for submission for cost reimbursement in a manner prescribed by the funding agency. They will ensure all expenditure is in accordance with the established Financial Policies of the Tribe.

**Duties and Responsibilities:**

1. Review all purchases made by programs according to budgets and financial policies of the Tribe.
2. Prepare and submit monthly expenditure reports to Program Directors.
3. Approve and encumber purchase orders into the accounting system.
4. Must be familiar or willing to learn & assist with NTD reporting, ATDS reporting, 5310 & 5311 grants management, Alldata software, MDOT's Blackcat reporting software, FTA TrAms reporting Platform, QRyde software, and other various platforms.
5. Review and assist with producing all personnel actions and maintain a current listing of all personnel which should include positions, title, and rate of pay.

Accountant I  
Page 1 of 3

6. Code approved purchase orders/vouchers for account distribution and given to the data entry clerk for entering the accounting system.
7. Prepare journal entries, cash receipts, etc. and enter the accounting system.
8. Assist the Program Director in the preparation of annual budgets.
9. Prepare financial and/or statistical reports as needed by Supervisor.
10. Responsible for compiling on a timely basis the audit packages for the year end audit.
11. Responsible for reconciling receivables and payables at all times. All balances must be reconciled with detailed supporting schedules before closing year-end.
12. Maintain a list of equipment purchased by Community Regional Transportation and Maintenance Facility.
13. Responsible for producing, submitting, and completing scholarship requests, awards, expenditures, reimbursement requests, and travel forms/authorizations for staff training/certifications.
14. Primary contact for customer ticket purchases.
15. Serve as backup timekeeper when needed.
16. Responsible for monthly reimbursements to be submitted to MDOT.
17. Perform other duties as assigned by the Director.

**Physical Location:**

The Accountant I shall maintain an office at the Community Regional Transportation / Choctaw Transit Administrative Office Building.

**Qualifications:**

1. An undergraduate degree, preferably in Accounting or Business, from an accredited institution of higher learning.
2. Experience in the operation of accounting systems.
3. Proficient in the use of personal computers with a working knowledge of Word and Excel and ability to learn transportation software.
4. Ability to get along well and professionally with a variety of people.
5. Must be able to work independently with professional work ethics.
6. Ability to travel at times on job-related responsibilities and training.
7. Excellent written and verbal communication skills.
8. Demonstrate fluency in both Choctaw and English.
9. Knowledge of Federal Indian programs, contract and grants, with FTA and MDOT preferred.

10. Must have knowledge of all applicable Tribal, State, and Federal laws, rules and regulations concerning vehicle operational safety.
11. Personal vehicle, liability insurance, valid driver's license.
12. Positions in this job classification are considered safety sensitive and are subject to drug testing, including random drug screens, in accordance with the rules and regulations of the Drug and Alcohol Policy.

**NOTE: The Administrative Personnel Policy and Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section 11, (A), have been revised and approved as follows:**

Further bolstering this Native American preference, to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained, or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case by case by basis.

The Authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and then the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by the Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which the waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

**IF INTERESTED, SEND APPLICATION TO:**

**Mississippi Band of Choctaw Indians  
Human Resources  
P.O. Box 6033, Choctaw Branch  
Choctaw, MS 39350**