



MISSISSIPPI BAND OF CHOCTAW INDIANS

OFFICE OF FINANCE & ACCOUNTING

P.O. BOX 6090

CHOCTAW, MS 39350

PHONE: (601) 650-1522 / FAX (601) 656-4839

MISSISSIPPI BAND OF CHOCTAW INDIANS

JOB ANNOUNCEMENT# 004003

POSITION TITLE: Accountant I (3 POS.)

SUPERVISOR: Accounting Supervisor

SALARY RANGE: Grade 17

TYPE OF EMPLOYMENT: Full-Time Exempt

JOB LOCATION: Office of Finance and Accounting

OPENING DATE: APRIL 9, 2025 **APR 09 2025**

CLOSING DATE: APRIL 23, 2025 OR UNTIL FILLED

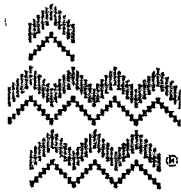
SCOPE OF SERVICE:

The Accountant I is responsible for maintaining accurate accounting records for tribal and Federal funds received by the Mississippi Band of Choctaw Indians. They are responsible for ensuring all necessary reports are submitted on a timely basis. They are responsible for preparing and submitting monthly expenditure reports and other financial reports to Program Directors. They will ensure all expenditures of the Programs are in accordance with all applicable Federal laws as stated in the grants and the Revised 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. Responsible for grant award terms, conditions and reporting requirements.
3. Prepare and submit monthly expenditure reports to Program Directors.

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4. Approve and encumber purchase orders into the accounting system in a timely manner and in accordance to establish office standards.
5. Reviews monthly expenditures for assigned programs. Notifies accounting supervisor, budget officer and program supervisors when line-item expenditures exceed expected levels.
6. Maintain a list of positions and employees for assigned programs. Confirms available budget, then approves changes in employee positions and pay.
7. Notify accounting supervisor, budget officer and program supervisors when line-item expenditures exceed approved budget amounts.
8. Code approved purchase orders/vouchers to proper expense general ledger account, prior to data entry clerk entering the expense into accounting system.
9. Prepare journal entries, cash receipts, etc. and ensure proper supporting documentation is attached before entering the accounting system.
10. Assist the Program Director and Budget Officer in the preparation of annual budgets.
11. Prepare financial and/or statistical reports as needed by Supervisor.
12. Responsible for compiling on a timely basis the audit packages for the year end audit.
13. Responsible for reconciling receivables and payables at all times. All balances must be reconciled with detailed supporting schedules before closing year-end.
14. Prepare timely financial status reports for all assigned Federal Grants.
15. Maintaining a list of equipment purchased by each Program.
16. Assisting with the annual audit.
17. Other duties as assigned by the Accounting Supervisor.
18. Position is subject to random alcohol and drug testing.

Work Environment:

The Accountant I shall work at the Office of Finance and Accounting located in the Tribal Office Building in the Pearl River Community.

Qualifications:

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1. A bachelor's degree in accounting, finance, or business, from an accredited institution of higher learning.
2. Accounting-related experience is preferred.
3. Working knowledge of Excel, Adobe, and Word.
4. Ability to get along well and professionally with a variety of people.
5. Ability to travel at times on job-related responsibilities and training.
6. Excellent written and oral communication skills.
7. Knowledge of Federal Indian programs preferred.
8. Ability to fully comply with Tribal Drug and Alcohol Testing policies and MBCI comprehensive background clearance requirements.

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II(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 persons(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 basis.

The authority to waive Native American Preference laws can 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 a waiver and 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



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that has been requested by 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 waiver is sought, be employed.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians

Human Resources

P. O. Box 6033, Choctaw Branch

Choctaw, MS 39350

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