



## **Gila River Telecommunications, Inc.**

**JOB TITLE:** Staff Accountant

**REPORTS TO:** Controller

**DEPARTMENT:** Accounting

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### **Job Summary:**

The Staff Accountant duties include, but are not limited to, supporting of financial functions of Gila River Telecommunications and its subsidiaries. This position will be primarily responsible for maintaining accurate financial records in accordance with generally accepted accounting principles (GAAP). This will include maintaining complete and accurate general ledger (GL) account details by completing appropriate journal entries, completing comprehensive analysis, performing monthly reconciliations of all GL and bank accounts and preparation and analysis of Income Statement and Balance Sheet.

The Staff Accountant reports directly to the Controller.

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### **PRIMARY JOB DUTIES:**

- Accounts Receivable for multiple subsidiaries
  - Create customer invoices daily/weekly/monthly
  - Apply daily AR payments received by subsidiaries into MACC
  - Review AR Aging and assist subsidiaries with collections
- Daily cash reports and analysis
  - Retrieve daily cash reports for all companies
  - Record cash entries and balance all accounts daily
  - Update daily and monthly cash forecast
- Financial analysis for multiple subsidiaries
  - Track expenses and revenues vs. budget and analyze-reforecast fluctuations
  - Analyze information by creating ad hoc reports
  - Audit and verify documents

- Research and reconcile all discrepancies
- Work closely with subsidiary Managers on monthly financial status
- Offer recommendations to subsidiary Managers based on analysis
- Complete month, quarter and year end close for multiple subsidiaries
  - Prepare and post re-occurring journal entries
  - Labor distribution transactions
  - Reconcile GL accounts
  - Bank reconciliations
  - Adjusting journal entries
  - Process depreciation entries
  - Prepare non-consolidated financial statements
    - Income Statement
    - Balance Sheet
    - Statement of Cash Flows (direct method)
- Support the Senior Accountant on payroll functions, monthly consolidated financial statements and quarterly reports as needed
- Reconcile the Material Inventory sub-ledgers to the ledger, verify accuracy, offer recommendations for corrections, promptly report issues to the Controller
- Perform financial and profitability analysis on a requested basis
- Follow internal controls
- Support the accounting team and all companies in any internal or external audit requests
- Ensure GRTI Employee Handbook is understood and followed in a consistent and respectful manner
- Ensure GRTI CPNI Manual is understood and followed consistently
- Other duties as assigned

**Note:** This job description in no way implies that these are the only duties to be performed by this employee. She/he will be required to follow any other instructions to perform any other duties as requested by her/his supervisor.

### **SKILLS AND COMPETENCIES:**

- Ability to generate sound analysis using information at hand
- Ability to organize and prioritize multiple work assignments, giving special attention to details and deadlines
- Ability to research and resolve issues
- Strong computer skills including advanced MS Excel, MS Word, and computer based accounting systems (experience with MACC preferred)
- Possess good listening, verbal and written communications skills
- Effectively function as a team player utilizing professional communication with co-workers and various business contacts
- Ability to work with frequent interruptions
- Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Exercise good judgment and decision making giving special attention to GAAP and Part 32

- Understand the implications of new information for both current and future problem-solving and decision-making
- Maintain strict confidentiality guidelines in accordance with company policy
- Able and willing to continue business skill development
- Work and contribute successfully within a culturally diverse work environment
- Consistently demonstrate high degree of integrity, honesty and accuracy

## **EDUCATION AND EXPERIENCE:**

- Bachelor's degree in Accounting required
- MBA or CPA certification is a plus
- Part 32 accounting experience highly preferred
- Construction accounting experience preferred

### **Minimum Qualifications:**

- Strong knowledge of GAAP accounting practices, processes and principles and the ability to apply them
- 5+ years proven experience in full cycle accounting including preparing and reviewing financial statements with relevant commentary
- Working knowledge of business, finance and accounting fundamentals
- Strong analytical and problem solving skills
- Strong Excel capabilities; knowledge of computerized general ledger systems
- Experience in general ledger accounting including creation and processing of journal entries
- Knowledge of advanced database file management

**Note:** Any equivalent combination of education, training and experience that would enable the applicant to satisfactorily perform and meet the duties required of the position may be considered in meeting the stated minimum requirements.

## **ESSENTIAL JOB FUNCTIONS**

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to use hands, to sit, lift up to 20 lbs., stoop, bend, reach with hands/arms
- Must be able to sit for extended periods of time.
- Requires the ability to speak, read, write, see, and hear to perform essential duties of the job. Must communicate clearly in English.
- Must be able to perform and complete multiple tasks.

## **ADDITIONAL REQUIREMENTS:**

- Will be asked to provide 39 months driving record. Positions require insurability under GRTI insurer requirements.

- Will be required to pass a pre-employment drug test and background check.

As a matter of company policy, all employment is on an at-will basis, meaning that employment shall last for so long as mutually agreeable. Either the employee or the Company may terminate the employment at any time with or without cause.

Preference in filling vacancies is given to qualified enrolled Gila River Indian Community Members, other Indians, and non-Indian spouses of officially enrolled Community members in accordance with Tribal Employment Rights Office (T.E.R.O.) Ordinance (No. GR-02-09, Gila River Indian Community).

**Gila River Telecommunications, Inc. is an Equal Opportunity/Affirmative Action Employer, subject to Indian Hiring Preference.**

All interested Applicants should email [humanresources@gilarivertel.com](mailto:humanresources@gilarivertel.com) or call 520-796-8841.