



Gila River Telecommunications, Inc.

JOB TITLE: Staff Accountant

DATE REVISED: May 4, 2011

REPORTS TO: Accounting Manager

DEPARTMENT: Accounting Department

STATUS: Full Time Permanent

JOB SUMMARY:

Duties include, but are not limited to, supporting the Accounting functions for GRTI and Subsidiaries, in preparation and issuance of monthly, quarterly and annual financial statements, annual audits, documents and cost study analysis in conformity with GAAP, FCC and RUS standards.

Maintain and generate accurate ledger and financial entries and records. Assist in the preparation and issuance of monthly, quarterly and yearly tax documents, and assist in reconciliation of general ledger accounts and daily cash receipts. Participate in special projects and analysis as assigned by Accounting Manager and CFO.

The Staff Accountant reports directly to the Accounting Manager.

PRIMARY JOB DUTIES:

Effectively and efficiently performs job duties, including:

- Assist in accurate and timely preparation and filing of payroll-related tax, Telecom Federal and State tax, and Sales tax for GRTI and Subsidiaries. Keep abreast of current tax laws to ensure compliance
- Establish and maintain 401K retirement files, records and documents in accordance with regulations

- Maintain general ledgers by preparation of accurate journal entry, with supporting documentation and analysis
- Prepare and maintain general ledger account reconciliations and clearing reconciling items
- Monitor and reconcile Customer Service daily general ledger transactions
- Reconciles all bank accounts for GRTI and Subsidiaries
- Assist with all accounting functions and projects as needed for Subsidiaries
- Formulate and implement processes to improve accounting process for accuracy, timeliness and efficiency
- Assist with training employees in accounting processes, on an as needed basis
- Ensure GRTI Employee Handbook is understood and followed in a consistent and respectful manner
- Perform other related duties as assigned

SKILLS AND COMPETENCIES

- Ability to apply a broad knowledge of accounting principles, practices and procedures
- Strong accounting, analytical and conceptual skills; ability to interpret financial data, draw meaningful conclusions, and make appropriate bookkeeping entries and recommendations to management
- Strong system aptitude and proficient in Excel and Accounting Software Programs, and organize and develop spreadsheets for reporting and reconciliation purposes
- Highly organized with special attention to details and deadlines to complete projects in a timely manner
- Ability to prioritize activities, multi-task, and work in an environment with frequent interruptions
- Ability to work independently with high level of initiative and self motivation; self-starter with judgment and decision making skills to complete tasks and projects
- Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Strong problem solving skills, able to research complicated issues and resolve the issues with minimal supervision
- Ability to exhibit excellent organizational, interpersonal, written and oral communication skills.
- Work and contribute successfully within a culturally diverse work environment
- Effectively function as a team player
- Effectively communicate with co-workers and various business contacts in a professional and courteous manner
- Consistently demonstrate high degree of integrity, honesty and accuracy
- Able and willing to continue business development
- Maintain strict confidentiality guidelines in accordance with company policy

EDUCATION AND EXPERIENCE

B.S. Degree or within 1-2 years of receiving a B.S. degree in Accounting or Business is required. Prior experience in the telecommunications industry and 1-2 years of basic accounting experience is preferred.

Must possess:

- Understanding of GAAP
- Understanding of accounting processes and financial reports
- Knowledge of computerized general ledger systems.
- Strong analytical and problem solving skills

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

EQUIPMENT USED

Telephone, FAX, 10-key calculator, and computer use with high volume of work with accounting and payroll software packages.

ADDITIONAL REQUIREMENTS

- Financial Background Disclosure may be required.
- Will be asked to provide 39 months driving record. Position requires 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 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.