

WARM SPRINGS POWER & WATER ENTERPRISES

JOB DESCRIPTION

POSITION TITLE: **Senior Staff Accountant**
(Non-Exempt)

REPORTS TO: **Controller**

POSITION SUMMARY:

Supports the Warm Springs Power & Water Enterprises (WSPWE) Controller in the preparation of financial statements, verification of financial records and transactions, analyzing cash flow, reviewing budgets and forecasts, overseeing audits, and developing paperwork for regulatory reporting. Responsible for training any new junior accountants and monitoring their work for accuracy.

SPECIFIC DUTIES:

- Oversee accounts payable and receivable.
- Prepare financial statements and regulatory reporting documents.
- Analyze financial reports.
- Maintain account balances and bank statements.
- Assist with audits and taxes.
- Prepare financial reports for taxes, regulatory agencies, and stockholders.
- Manage general ledger and assist month-end and year-end close processes.
- Supervise accounting department, junior employees, and accounting assistants.
- Assist the Controller in preparing documents and interpreting complicated financial information for managers, Board of Directors, and Tribal Council.

EDUCATION, EXPERIENCE AND SKILL REQUIRED:

- Bachelor's degree in accounting, finance, business, or related financial field
- 2+ years of experience as an accountant
- Proficient with Microsoft Office Suite and accounting software
- Exceptional knowledge of finance, accounting, budgeting, cost accounting and cost control principles and Generally Accepted Accounting Principles (GAAP)
- Advanced knowledge of bookkeeping and accounting best practices, laws, standards, and state/national regulations
- Excellent communication skills

- Relationships:
 - All communications will be done in a professional, friendly, and helpful manner.
 - Contact with the public and entities on informational and business topics.

- Maintain good communication with contacts at the Confederated Tribes of Warm Springs in accordance with the Parent/ Subsidiary relationship.
- Communicate with banking, auditing and other agencies required through reporting requirements of such business.

- Successful performance requirements:
 - Maintain accurate company financial records in accordance with applicable governing laws/rules.
 - Meet all established deadlines for informational presentations and reporting.
 - Be timely and represent WSPWE and CTWS in a professional manner.
 - Ability to meet and work with a diversity of personalities and points of view.
 - Possess mature interpersonal skills to relate and work well with people in a small office environment.
 - Routinely display organization skills with attention to detail, accuracy, and consistency in data, including the ability to organize a variety of duties, remain flexible, and handle pressures of a fluctuating Workload.
 - Must have and maintain a valid Oregon driver's license.

Compensation Range: \$25.00 - \$40.00 per hour based on education and experience.
Personal Time Off: 14.67 hours per month (22 days per year).
401k with up to 5% match of gross pay.

**Interested Applicants should email their cover letter and resume to:
Heather Alford, Warm Springs Power & Water Enterprises
heather.alford@wspower.com**

Deadline to apply: April 26, 2024