POSITION TITLE: CARES Act Accounting Specialist
DEPARTMENT: Finance
REPORTS TO: Director of Finance
WORK HOURS: M-F, 8:00 a.m. – 4:30 p.m.
STATUS: Non-exempt
LICENSE/CERTIFICATION REQUIREMENTS: Valid MN Driver’s License, current insurance or be insurable.

SUMMARY:
Under the direction of the Director of Finance, the CARES Act Accounting Specialist will perform all CARES Act accounting tasks, including preparing and maintaining financial and business transactions. Therefore, the ideal candidate has experience in accounting and knowledge of GAAP and 2 CFR PART 200 of the Uniform Administrative Requirement, Cost Principles, and Audit Requirements for Federal Awards. In addition, the candidate will use their analytical, evaluative work using accounting theory and practice.

EDUCATION:
▪ Bachelor’s Degree in Accounting, Finance or a related area.
▪ 3 plus years Accounting experience.

DUTIES/RESPONSIBILITIES:
▪ Process all CARES Act funded purchase requisitions and verify accuracy of CARES account numbers, description, amounts, approvals and source documentation.
▪ Process all CARES Act funded payroll and perform CARES funded data entry and electronic filing.
▪ Process all CARES Act funded student scholarships, grants, and other financial aid.
▪ Audit monthly invoices to validate charges and ensure correct classification between budgets.
▪ Assist in preparing and submitting ad hoc reporting and financial audits when needed.
▪ Input data into spend down and projection documents.
▪ Assist in creating financial reports.
▪ Answer accounting and financial questions by researching and interpreting data.
▪ Responsible for the filing management of CARES funded items within the office, including electronic files.
▪ Perform other duties as assigned.

ADDITIONAL QUALIFICATIONS AND SKILLS:
▪ Understanding knowledge of and commitment to the mission, vision and goals of LLTC.
▪ Demonstrated commitment to serving students from diverse backgrounds, interests, goals, and abilities.
▪ Expert proficiency in Excel and Microsoft Word, and easily adapt and learn new accounting Information Systems.
▪ Experience working with Pivot Tables, Vlookup and Macros preferred.
▪ Excellent verbal and written communications skills.
▪ Excellent interpersonal skills and a self-starter.
▪ Excellent organizational, planning, and prioritizing skills.
▪ Ability to maintain confidentially of records and information.
▪ Ability to interpret; adapt; and apply guidelines and procedures.
▪ Ability to develop and maintain recordkeeping systems and procedures.
▪ Ability to work effectively as a team member of LLTC.
▪ Ability to pass pre-employment drug test and criminal background checks.

OTHER INFORMATION:
Native American Preference applies.

The applicant must comply with a pre-employment background check and drug testing. Covid-19 vaccination or an approved medical or religious exemption is required for employment with the Leech Lake Tribal College. Applicants who are not vaccinated at the time of offer acceptance can ask for instructions on where to go to obtain vaccination or on how to request a COVID test. Newly hired employees must be fully vaccinated (that is, at least two weeks past their final doses of an authorized COVID-19 vaccine regimen) and provide proof, or have an approved medical or religious exemption, on or before their start date.

PHYSICAL REQUIREMENTS:
Ability to lift 30 pounds or more and use proper body mechanics
Be able to sit or stand for long periods of time
Subject to internal working conditions.
Non-smoking environment.

I understand the position description for the CARES Act Accounting Specialist position. I am capable and agree to perform the job duties and responsibilities assigned to me. I also understand that the duties and responsibilities and other working conditions may change from time to time with or without notice. I further understand that this position description is not a contract and does not guarantee employment for any specific period or amount of time. This position description will be revised periodically or as needed.

Employee Signature:_____________________________ Date:______________

Supervisor Signature:_____________________________ Date:______________

Human Resources Signature:________________________ Date:______________

President Signature:______________________________ Date:______________