

CHAPTER TWO

RECRUITMENT

2. IN-HOUSE RECRUITING

The Human Resources Department shall post all job vacancies on designated Sac and Fox Nation bulletin boards for not less than three (3) working days as part of its "promotion from within" policy. These notices of job vacancies are primarily for Sac and Fox Nation employees to be aware of them first. The Director and/or Business Committee may request Human Resources to recruit both in-house and outside, concurrently, if justified.

The Human Resources Department is taking In-House applications for the following position: Staff Accountant 1. All applications must be received by Human Resources before the close of business April 20, 2021.

Staff Accountant 1 #2021-24 (STROUD) Position is responsible for preparing accurate financial records for review and approval by the Finance Manager and Controller. Review posting of program expenditures and cash receipts for accuracy. Prepares general journals. Prepares accurate financial reports for the Finance Manager and Controller's review by internal deadline established. Prepares and submits financial reports to funding agencies as required by their deadline. Maintains current knowledge of, and adheres to accounting procedures, guidelines, and standards. Knowledge of accounting principles, practices and procedures. Working knowledge of computerized accounting systems. Ability to prioritize work assignments to meet deadlines. Knowledge of grants management requirements. Associate's Degree in Accounting or related field. Three (3) to five (5) years' experience in an equivalent position. Experience in computerized accounting functions with three (3) to five (5) years' experience in general ledger. And/or any equivalent combination of education and/or experience.