



## URBAN INDIAN CENTER OF SALT LAKE

120 West 1300 South  
Salt Lake City, Utah 84115  
Phone: (801) 486-4877  
Fax: (801) 486-9943  
www.uicsl.org

### POSITION DESCRIPTION: STAFF ACCOUNTANT

Division:	Finance Operations	Supervisor:	Director of Finance Operations
Job Code:	FIN-004	Classification:	FT, Non-Exempt
Wage Scale:	NE-10 (\$54,035 to \$73,645)	Effective Date:	12/20/2022
Hours/week:	40+	Revised Date:	12/20/2022

### PROGRAM PURPOSE

*The Urban Indian Center of Salt Lake (UICSL) is dedicated to our Mission of SERVING THE PEOPLE BY HONORING NATIVE CULTURES, STRENGTHENING HEALTH & WELLNESS PROGRAMS, & CULTIVATING COMMUNITY.*

### UNIFORM PERFORMANCE EXPECTATIONS

In performance of their respective responsibilities, all employees of the UICSL and our affiliates must rise to the level of expectations in which they:

- Fully uphold all principles of confidentiality and patient/client care.
- Adhere to the Standards of Conduct for UICSL, and all professional and ethical standards for the healthcare industry and/or their respective area(s) of expertise.
- Interact in an honest, trustworthy, and dependable manner with patients/clients and co-workers.
- Possess and utilize a strong sense of cultural awareness and interpersonal respect.
- Maintain a current insurable driver's license in the State of Utah (if operating UICSL vehicles).
- Strive to learn and serve in compliance with federal regulations and UICSL policies and procedures, and to seek solutions for issues or problems they encounter in alignment with those resources.

### POSITION SUMMARY

The Staff Accountant is a professional position that works closely with executives and supervisors to ensure reliable bookkeeping, accurate reporting, timely payments, and compliance with internal financial controls are a part of normal operations for the Urban Indian Center of Salt Lake (UICSL).

Reporting to the Director of Financial Operations (DFO), the Staff Accountant is a competent professional who demonstrates proficiency in processing payroll and assisting with the preparation of tax documents for employees, maintaining accurate records of incoming and outgoing payments, assisting with general ledger (GL) maintenance and accuracy, providing reports and information when prompted by senior management, reconciling credit cards to funding accounts, managing client accounts and payment schedules, assisting with UICSL's annual financial audit process, and providing input on operational solutions to prevent and address accounting irregularities.

The Staff Accountant supports and enhances the transparency of UICSL's operations through the development of internal policies and processes, training, and adherence to generally accepted accounting principles (GAAP) and federal requirements for grant and contract reporting as necessary.



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### **ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES**

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- Works closely with the Director of Financial Operations (DFO) to manage working capital for UICSL through the effective and efficient execution of all accounting functions including recommendations for savings, risk mitigation, vendor selection, and the development internal controls.
- Assists in all phases of accounting for UICSL, including but not limited to maintenance of accruals and expenditures, prepaid costs, fixed assets, revenue recognition, cash flow, and depreciation.
- Reviews and prepares monthly account reconciliations, roll forwards, and journal entries including bank statements and credit card expenditures.
- Manage UICSL's accounts payable (A/P) and payment processes including running checks from practice management software and ensuring accurate recording in UICSL's system.
- Manage UICSL's accounts receivable (A/R) processes including preparation, correct coding, and timely processing of invoices against grants/contracts, and recognition and recording of incoming deposits and/or reimbursements (checks and wires) as required by internal policies.
- Enters, maintains, and/or processes information in the payroll system including employee's hourly rates, salaries, commissions, bonuses or other compensation, time worked, paid leave and holidays, deductions and withholding, address changes, and other information.
- Assists the Grant Development and Compliance Manager (GDCM) with the development and submission of federal financial reports (FFR) as required for grant compliance.
- Ensures that the preparation and distribution of financial documents for internal and external uses are compliant with reporting requirements, federal regulations, and professional standards subject to various funding sources such as government agencies, Indian Health Service (IHS), the State of Utah, etc.
- Assist in the preparation of work papers for year-end review from auditors.
- Audits and suggests improvements to current accounting practices on an ongoing basis.
- Assist in the development and monitoring of annual budgets.
- Other duties as assigned and agreed to with the DFO or Executive Director.



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### MINIMUM QUALIFICATIONS

<b>Education:</b> <input type="checkbox"/>	Bachelor's degree in accounting, finance, or a related field
<b>Experience:</b> <input type="checkbox"/>	1-3 years of accounting experience
<b>Certifications/Licensure:</b> <input type="checkbox"/>	N/A
<b>Other:</b> <input type="checkbox"/>	N/A

### PREFERRED QUALIFICATIONS

<b>Education:</b> <input type="checkbox"/>	N/A
<b>Experience:</b> <input type="checkbox"/>	3-5 years of accounting experience in a related field
<b>Certification/Licensure:</b> <input type="checkbox"/>	a) Certified Public Accountant (CPA) or similar credential
<b>Other:</b> <input type="checkbox"/>	a) Experience working in healthcare and/or a tribal facility
	b) Experience with non-profit fund accounting and accrual accounting

### KNOWLEDGE, COMPETENCIES, AND CHARACTERISTICS (KCC)

<input type="checkbox"/>	Knowledge of generally accepted accounting principles (GAAP) and state/federal tax and reporting regulations
<input type="checkbox"/>	Knowledge of effective strategies for internal control development with grants in a non-profit organization
<input type="checkbox"/>	Knowledge of A/P, A/R and payroll processes and systems
<input type="checkbox"/>	Evidence of competency with common office software (e.g., Microsoft Word/Excel, internet programs)
<input type="checkbox"/>	Evidence of competent verbal and written communication skills appropriate to the position
<input type="checkbox"/>	Evidence of competency with organization, time management and prioritization behaviors
<input type="checkbox"/>	Evidence of competency with finance policy development and maintenance
<input type="checkbox"/>	Evidence of competency with accounting software, especially QuickBooks Enterprise
<input type="checkbox"/>	Demonstrates a positive attitude of service and a respect for American Indian/Alaska Native cultures
<input type="checkbox"/>	Demonstrates dependability, reliability, and a willingness to accept responsibility
<input type="checkbox"/>	Demonstrates capacity to learn and adapt to potentially rapidly changing situations
<input type="checkbox"/>	Demonstrates characteristics of interpersonal effectiveness and conflict resolution
<input type="checkbox"/>	Demonstrates capacities for being assertive with a balance of professionalism and emotional intelligence



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### **WORK ENVIRONMENT**

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The work environment at UICSL involves normal office conditions and noise levels that can vary from low to moderate. Limited overnight travel may be required from time to time. This position may be exposed to certain health risks that are inherent when working within a health center facility.

### **PHYSICAL DEMANDS**

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While performing the duties of this job, an employee may frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. An employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with patients, vendors, and staff.

### **MENTAL DEMANDS**

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Workloads in this position require an awareness of technical details and the ability to problem solve financial issues as needed. The incumbent in this position will often work alone but must also be prepared to handle employee issues as required. This position will require the ability to multi-task and handle stressful situations that impact the UICSL on an organizational level, so the incumbent needs to demonstrate a high level of emotional balance. There are numerous applicable standards and deadlines associated with this position.

***Disclaimer:*** *The information in this document is designed to portray the general nature and level of work performance expected by employees in this position. It is not intended to be a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other related and reasonable duties as needed by their direct supervisor.*




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**Indian Preference Statement:** *As a federal contractor and in compliance with Sub-Chapter II, Chapter 14, Title 25 of the United States Code, the Act of April 16, 1934 (48 Stat. 596), as amended; and Section 7(b) of the Indian Self-Determination and Education Assistance Act, Pub. L. 93-638, 88 Stat. 2205, 25 U.S.C. 450e(b), UICSL gives preference in employment opportunities to American Indians/Alaska Natives (AI/AN) who can perform the work outlined in our Position Description(s) regardless of age, sex, religion, or tribal affiliation (subject to existing laws and regulations). UICSL also extends preference to AI/AN organizations and AI/AN-owned economic enterprises in the awarding of any subcontracts engaged under our funding agreement(s).*

*To the extent feasible and consistent with effective performance as a federal contractor, UICSL may give preference in employment and training opportunities to AI/ANs who are NOT fully qualified to perform the work outlined in our Position Description(s) regardless of age, sex, religion, or tribal affiliation (subject to existing laws and regulations); and UICSL may provide reasonable opportunities for training including on-the-job, classroom, or apprenticeship training designed to increase the vocational effectiveness of AI/AN employees.*

*When UICSL is unable to fill our employment and subcontracting opportunities after giving full consideration and preference to AI/AN candidates, employees and/or subcontractors, UICSL will satisfy our needs by selecting non-AI/AN candidates and subcontractors in accordance with equal employment opportunity and affirmative action statutes mandating that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin. (48 CFR §52.222-26).*

<b>REVIEWED BY:</b>	Alan Barlow, Executive Director	<b>SIGNATURE:</b>	
<b>APPROVED BY:</b>	<i>Approved by UICSL's Board of Directors on 12/20/2022 (5-0-0, see meeting minutes)</i>	<b>NEXT REVIEW:</b>	December of 2024



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**EMPLOYEE ACKNOWLEDGEMENT**

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I have reviewed and been provided the content of the **Staff Accountant** position description.

My signature on this document certifies that I can perform the essential functions of this position as outlined in this description, with or without reasonable accommodation. A signed copy of this document will be maintained in my Personnel file for reference.

Describe any accommodations required to perform these functions:

**Employee Name (Print)**

**Employee Signature:**

**Date:**