



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 (\$25.98-\$35.41/hour)	Effective Date:	4/15/2024
Hours/week:	40 w/some nights & weekends	Last Revised:	4/15/2024

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 an active and valid 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 reports to the Director of Finance Operations (DFO) and is responsible for UICSL's financial functions and accounting duties, including the preparation monthly financial statements, budgeting, and asset management. These functions also require establishing and maintaining the organization's financial systems that follow generally accepted accounting principles (GAAP) and procedures. The Staff Accountant is also responsible for overseeing the posting of all ledger entries and cash receipts; and to ensure the prompt and accurate processing of disbursements to vendors.

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES

- Responsible (with DFO) for General Ledger, Payroll, Fixed Assets (FA), Payroll Reconciliation, fund accounting, and other accounting systems as required by UICSL.
- Provides monthly reports on the status of the organization's specific program activities and presents such findings to UICSL Program Directors, staff, and other appropriate agencies.
- Provides monthly invoices to grant organizations and funders which are reviewed by DGCM and approved by DFO.
- Plans, organizes, directs, and coordinates the annual budget development process with DFO and Executive Director (ED).
- Ensures compliance with all federal, state, and local tax regulations.



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- Coordinates with DFO and Grant and Development Compliance Manager (GDCM) on grant tracking and expense compliance
- Helps maintain grant management software AmpliFund – reconciles/reviews against QuickBooks on a regular basis as established by DFO
- Manages weekly reconciliation of credit cards, ensuring transactions correspond to the correct codes and associated grants.
- Performs timely, accurate reconciliation of all bank accounts and other investments.
- Attends regularly scheduled Division meetings, and UICSL monthly All Staff meetings.
- Performs other duties as assigned by their Division Director.

MINIMUM QUALIFICATIONS

Education: <input type="checkbox"/>	Bachelor's degree in accounting or finance
Experience: <input type="checkbox"/>	Minimum of three (3) years in financial management; and one (1) year with non-profit grant management/accounting
Certifications/Licensure: <input type="checkbox"/>	CPR and First Aid Certification(able to obtain after employment)
Other: <input type="checkbox"/>	Must pass a mandatory criminal background check

PREFERRED QUALIFICATIONS

Education: <input type="checkbox"/>	MBA or equivalent preferred.
Experience: <input type="checkbox"/>	Five (5) years in financial management, three (3) years of experience with non-profit grant management/accounting
Certification/Licensure: <input type="checkbox"/>	Certified Public Accountant (CPA)

KNOWLEDGE, COMPETENCIES, AND CHARACTERISTICS (KCC)

<input type="checkbox"/>	Knowledge of and a demonstrated respect for AI/AN history, values, customs, and practices
<input type="checkbox"/>	Knowledge of federal grant/contract compliance and reporting.
<input type="checkbox"/>	Familiarity with Indian Health Services (IHS) system and/or United States healthcare system
<input type="checkbox"/>	Knowledge of accounts receivable and collection skills
<input type="checkbox"/>	Strong organizational skills.
<input type="checkbox"/>	Demonstrated ability to tactfully handle any stressful and/or problematic situations
<input type="checkbox"/>	Ability to identify and resolve problems in a timely manner; Gathers and analyzes information as needed
<input type="checkbox"/>	Must possess excellent data entry skills
<input type="checkbox"/>	Ability to work independently and efficiently, organize and prioritize tasks, time, and resources
<input type="checkbox"/>	Proficiency and experience with QuickBooks, Microsoft software, and accounting software applications
<input type="checkbox"/>	Knowledge of confidentiality and client privacy, including HIPAA and other relevant regulations.



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WORK ENVIRONMENT

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

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

Workloads in this position require focus and attention to technical details, with occasional engagement to discuss operational ideas and policies. 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 respond to inquiries from various divisions/departments, so the incumbent needs to demonstrate a moderate level of emotional balance. Group presentation and education tasks may be required, and 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 statues 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).

REVIEWED BY HUMAN RESOURCES:	DocuSigned by:  3/26/2024 19FD410CE6F6499...	APPROVED BY EXECUTIVE DIRECTOR:	DocuSigned by:  3/26/2024 CAA58DE93D1E472...
PRESENTED TO BOARD OF DIRECTORS:	<i>Scheduled for April 15, 2024</i>		NEXT REVIEW DATE: May 2026



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EMPLOYEE ACKNOWLEDGEMENT

I have reviewed and been provided with 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: