



VACANCY ANNOUNCEMENT

Staff Accountant

Established in 1969, United South and Eastern Tribes Inc., is a non-profit, intertribal organization that collectively represents its member Tribal Nations at the regional and national level. USET is dedicated to promoting Indian leadership, improving the quality of life for American Indians, and protecting Indian rights and resources on Tribal lands. Although its guiding principal is unity, USET plays a major role in the self-determination of all member Tribal Nations by working to improve the capabilities of Tribal governments.

Responsibilities of the Staff Accountant: Assist the Controller in performing all phases of accounting associated with the efficient fiscal management of all programs and accounts administered by USET. The Staff Accountant will perform varied financial analysis and will generate financial reporting to department managers. He/she must be a self-starter, work independently or in a team setting. Incumbent will prepare all necessary manual general ledger journal entries during month-end closing process. In addition, you will utilize effective communication skills, interaction with various internal departments to clarify or resolve any issues related to department expenses.

Experience preferred for the Staff Accountant role: Bachelor's Degree in accounting field with 3-5 years of related experience. Knowledge of Non-profit Accounting procedures with Fund Accounting and QuickBooks. Applicant must be proficient in the use of Excel, Microsoft Word and PowerPoint. Cultural sensitivity/ability to work within the customs and traditions of various tribal groups. Ability to travel and participate in training as recommended.

Position posted: June 15, 2017

Closing Date: June 23, 2017

Please send cover letter and résumé to:

Tammy Neptune, Human Resources Dept.
United South and Eastern Tribes, Inc.
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Nashville, TN 37214
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