

FORT BELKNAP INSURANCE COMPANY  
281 Chippewa Avenue  
Harlem, Montana 59526

**TITLE:** Accounting Technician

**STATUS:** Permanent/Full-Time

**SALARY:**

**LOCATION:** Fort Belknap Agency

**SUPERVISION RECEIVED:** Under the general supervision of the Claims Manager.

**SUPERVISION EXERCISED:** None.

**GENERAL DESCRIPTION OF DUTIES:** Performs professional accounting work of moderate difficulty. Responsible for maintaining accounting records related to the Fort Belknap Insurance Company using Quick Books Pro Software Program. Working hours are from 8:00 a.m. to 5:00 p.m. Monday through Friday.

**DUTIES:**

1. Record all financial transactions for the Fort Belknap Insurance Company.
2. Maintain a log book for incoming checks and outgoing invoices.
3. Prepares accounts payable invoices for payment and submits to Claims Manager for approval.
4. Prepares accounts payable to appropriate vendors once invoices are reviewed and approved by the Claims Manager.
5. Prepare and processes payments for unemployment claimants and worker's compensation claimants.
6. Prepares and processes payroll transactions for employees.
7. Prepares and submits federal and state payroll taxes by required due dates.
8. Prepares deposits within 24 hours.
9. Posts cash receipts and disbursement transactions at a minimum on a weekly basis.
10. Reconciles all bank and investment accounts monthly.
11. Reviews general ledger accounts and reconciles monthly.
12. Prepares and analyze various financial reports, including: profit and loss statements, balance sheet, and trial balance.
13. Reconciles monthly, quarterly, and annual payroll reports.
14. Prepares, reconciles and submits the quarterly payroll tax reports (941) for the Internal Revenue Service.
15. Prepares and submits all State of Montana reports as required.
16. Responsible for maintenance and organization of all financial records.
17. Establish and maintain a permanent file system for accounting transactions, file daily, create vendor file.
18. Manages and follows budget for the Fort Belknap Insurance Company; advising the Claims Manager on any discrepancies.

19. Complies and prepares statistical reports for the Claims Manager.
20. Prepares and reconciles year-end 1099 and W-2 forms.
21. Closes the accounting records at year end and prepares required schedules for the audit.
22. Works closely with the auditors. Assists in performing audit transactions and preparation of working documents for audit.
23. Assists with completion of the annual Actuary Report.
24. Prepares payment history for Claimant(s) per request for government assistance only.
25. Responsible for exercising personal leadership in fostering and promoting a good working relationship with Tribal programs/departments, enterprises and other support staff, to ensure that services to the general public are coordinated and provided.
26. Adhere to the Financial Policy & Procedures Manual to include Insurance Company Policy & Procedures.
27. Other duties as assigned or required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of accounting principles, practices, theories and procedures, financial record keeping and reporting procedures. Skill and ability to perform mathematical computations rapidly and accurately, operate a variety of standard office equipment, interpret and apply complex laws, rules and regulations, conduct basic research and maintain database files to create spreadsheets and other related documents. Must be proficient in Word and Excel skills. Must be able to clearly explain financial reports and transactions. Must be able to work well with others and maintain confidentiality of all Company information. Prefer Quick Books Pro software use, accounting software application using pc spreadsheet and word processing.

**EXPERIENCE:**

Minimum of three (3) years in office management.

**EDUCATION:**

Associates Degree in Business.

**SPECIAL CONDITIONS:**

1. Incumbent will be subject to and must comply with the Fort Belknap Community Council Substance Abuse Prevention, Drug/Alcohol Free and Drug and Alcohol Testing Policy.
2. Submit to a thorough background investigation, which includes criminal history and work history.
3. Incumbent must never have been convicted of a felony offense within his/her lifetime.

4. Immigration Reform and Control Act: Requires that all individuals appointed to a position must present proof of employment eligibility. Successful applicants will be asked to produce documentation.
5. Possess a valid State of Montana issued Driver's License.