



## Job Posting: Staff Accountant Position Description

To apply, fill out the form at

[https://tribalcleanenergy.libwizard.com/f/employment-app\\_acct](https://tribalcleanenergy.libwizard.com/f/employment-app_acct)

The Alliance for Tribal Clean Energy is seeking a dedicated and detail-oriented **Staff Accountant** to join our growing, diverse, and dynamic team. Reporting to the Chief Financial and Compliance Officer, the Staff Accountant is critical in supporting the organization's mission to support the self-determined pursuit of Tribal Energy Sovereignty. **This is a full-time position.**

### ABOUT THE ALLIANCE

The Alliance for Tribal Energy is an Indigenous-led 501(c)(3) nonprofit capacity-building organization supporting the self-determined efforts of Native American tribes to access and deploy federal and other funding streams to build and transition to regenerative clean energy systems as a means to mitigate climate change, diminish poverty, and create thriving economies while protecting Mother Earth for future generations.

Founded in 2016 by a woman of Native American and European descent, the Alliance is focused on empowering underrepresented talent across all identities. The Alliance is an equal opportunity employer and welcomes all qualified applicants regardless of race, ethnicity, religion, gender, gender identity, sexual orientation, disability status, protected veteran status, or any other characteristic protected by law. We are a diverse team of amazing Native and non-Native human beings who actively work to create an inclusive environment where all our employees can thrive in an environment free from judgment and harassment. An equal-opportunity employer, the Alliance consists of a diverse team committed to mitigating bias and lifting barriers. We recognize that diverse experiences, perspectives, and backgrounds enable us to be a stronger company and workplace. Not only will you be welcome here, your unique thoughts and opinions will be encouraged, celebrated, and deeply valued.

Our team values a diverse workplace and strongly encourages Indigenous women, people of color, LGBT individuals, people with disabilities, members of ethnic minorities,

foreign-born residents, and veterans to apply. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition, or any protected category prohibited by local, state or federal laws.

The Staff Accountant will play a crucial role in ensuring the financial health and sustainability of the Alliance by maintaining accurate financial records, conducting financial analysis, and supporting the overall financial management of the organization.

### **Key Responsibilities:**

**Financial Record Keeping:** Maintain accurate and up-to-date financial records, including accounts payable and accounts receivable.

**General Ledger Maintenance:** Ensure the integrity of the general ledger by recording all financial transactions, reconciling accounts, and preparing journal entries.

**Financial Reporting:** Assist in the preparation of financial statements, budgets, and reports, and provide financial analysis to support decision-making.

**Budgeting:** Collaborate with the CFO to create and monitor budgets and provide regular budget variance analysis.

**Audit Support:** Assist in the annual audit process, working closely with external auditors to ensure compliance and accurate financial reporting.

**Payroll and Benefits:** Process payroll and ensure timely and accurate disbursement of employee benefits.

**Financial Analysis:** Perform financial analysis to identify trends, opportunities for cost savings, and financial risks.

**Compliance:** Ensure compliance with all relevant financial regulations and non-profit reporting requirements.

**Administrative Support:** Support the accounting team and leadership, including special projects and ad-hoc financial analysis.

The Staff Accountant must be suited to working within a rapidly growing Native nonprofit organization, have the demonstrated ability to exercise good judgment in a variety of situations, have strong written and verbal communication, administrative and organizational skills, and maintain a realistic balance among multiple priorities.

The Staff Accountant must have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential organizational and tribal matters with discretion.

### **Qualifications:**

- Associate's or Bachelor's degree in Accounting or Finance (or equivalent combination of education and experience)
- Proven experience in accounting and financial management, preferably for a Native American Tribe, Tribal Organization, or Indigenous non-profit setting.
- Proficient with accounting software such as QuickBooks and/or Xero.
- Experience working in a Google Workspace cloud environment.
- Strong attention to detail, organizational skills, and excellent analytical and problem-solving abilities.
- Preference will be given to candidates with experience living or working in tribal communities in the United States.
- This is a fully remote position. Occasional domestic travel may be required.

### **Required Application Materials:**

- A cover letter detailing qualifications for this position.
- A current curriculum vitae or resume.
- Name and contact information for three professional references.

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**Questions, email [recruiting@tribalcleanenergy.org](mailto:recruiting@tribalcleanenergy.org)**