

National Indian Gaming Commission
Accountant – Finance Section
Vacancy Announcement: [NIGC-DA-09-mm273238](#)

An Equal Opportunity Employer

Starting Salary: Equivalent to GS-9/12 (\$50,408 - \$95,026)

Duty Station: Washington, DC

**Relocation Expenses will not be paid*

Opening date: 7/20/09

Closing date: 8/31/09

Number of positions: One

This is the Excepted Service. Competitive Service Status is not acquired under this appointment.

The National Indian Gaming Commission (NIGC) seeks to hire an Accountant to work within its finance section. Experience preferred. The NIGC is an independent federal regulatory agency that regulates gaming on Indian lands.

MAJOR DUTIES

The Accountant is responsible for providing expert technical advice and support in the areas related to accounting and financial management activities, including financial reporting and analyses; statutory requirements; and internal control mechanisms for financial and accounting data for the National Indian Gaming Commission (NIGC). This position reports directly to the Comptroller.

Core Responsibilities

- Develops, implements, and monitors internal control activities and processes for all types of financial transactions and general ledger balances. Ensures general ledger and subsidiary ledger accounting are reconciled, reviewed, and adjusted as necessary on a monthly basis;
- Recommends procedural and operating changes to ensure compliance with established business practices (GAAP) and federal financial management laws and regulations. Reviews financial statements for conformance to policies and standards, assuring that footnotes accurately depict the status of assets and liabilities;

- Prepares reports to document monthly and year-end book closing and provide reports needed to support financial management decision making. Ensures that timely and accurate accruals are prepared for monthly and year-end close of financial books;
- Serves as professional liaison for NIGC regional/satellite office personnel, vendors, and other federal agencies to resolve complex problems in timely manner. Writes procedural manuals and trains headquarters and regional office staff on procedures relating to the processing, recording, and reports of all types of accounting/financial transactions;
- Participates in meetings and conferences with Program Directors and Chief of Staff on fiscal matters, accounting policy, financial reporting, and audit status. Provides solutions for program needs. Serves as the primary point of contact to handle and address audit inquiries, and implement corrective actions in response to audit findings;
- Participates in the design, development and implementation of NIGC accounting software used to gather and compile the Commission's financial data to produce consolidated financial statements, among other tasks;
- Works with outside entities regarding reconciliation of accounts and payment of invoices and vouchers;
- Other duties as assigned.

QUALIFICATIONS

- Bachelor's degree in accounting or business from an accredited college or university. 1-3 years of professional work experience preferred. MBA and/or CPA preferred.
- Extensive knowledge of the workings of financial systems and software required
- Exceptional computer skills (MS Office) required; experience with Peachtree accounting software a plus;
- Outstanding written and oral communications skills in English required
- Demonstrated knowledge of federal accounting and reporting policies, procedures, and practices required
- Demonstrated commitment to providing exceptional customer service required
- Demonstrated ability to work well independently as well as on a team required
- Demonstrated ability to work in a fast-paces environment with competing and changing priorities required
- Successful passage of both fingerprint and background investigation as required by Homeland Security Presidential Directive 12

At the equivalent of GS-11 level:

Specialized experience: Possess one (1) year of specialized experience to at least the GS-09 level, or its equivalency. Specialized experience at this level typically includes knowledge of policies, procedures, and standards for a government agency and/or technical knowledge of the principles and practices of federal financial management and accounting.

At the equivalent of GS-12 level:

Specialized experience: Possess one (1) year of specialized experience to at least the GS-11 level, or its equivalency. Specialized experience at this level typically includes

working knowledge of a regulatory agency and the Indian gaming industry, as well as technical knowledge of the principles and practices of federal financial management and accounting.

TO APPLY:

Submit a current comprehensive resume to:

Danna Hill, Personnel Specialist
National Indian Gaming Commission
1441 L Street NW, Suite 9100
Washington, DC 20005
202-632-7003

You may also fax your resume to 202-632-7066

Applicants are required to successfully pass a background investigation. A personal financial disclosure is required.

Note: Pursuant to 5 C.F.R. 330.707, the following is the OPM-recommended reasonable accommodation statement to be included in a vacancy announcement:

“This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determination on requests for reasonable accommodation will be made on a case-by-case basis.”

The National Indian Gaming Commission is an Equal Opportunity Employer. All candidates will be considered without regard to any non-merit reason such as race, color, religion, sex, age, national origin, lawful political affiliation, marital status, disability, sexual orientation, protected genetic information, parental status, membership in an employee organization, or other non-merit factors.

Veterans Preference, if applicable. Veterans must submit a copy of their DD-214 as proof of entitlement to veteran’s preference. If appropriate documentation is not received by the closing date, preference will not be granted.

All documents must be received by Midnight ET on the Closing Date of this announcement.