



# Flandreau Santee Sioux Tribe

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## Flandreau Santee Sioux Tribe Job Description

**Job Title:** Certified Public Accountant (CPA)  
**Department:** Finance  
**Reports To:** Chief Financial Officer/Tribal President/Tribal Treasurer  
**FLSA Status:** Exempt

### I HAVE READ AND UNDERSTAND THE JOB DESCRIPTION

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Employee Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### POSITION SUMMARY:

This position will be highly skilled and dedicated Certified Public Accountant (CPA) to support the financial operations of tribal government programs and business enterprises. The CPA will be responsible for ensuring the accuracy, compliance, and transparency of financial records, while also providing expert financial guidance to promote fiscal sustainability and strategic growth. This role involves conducting audits, analyzing expenditure, identifying cost-saving opportunities, and advising on budgeting, investments, and long-term financial planning. This position will bring strong analytical skills and a deep understanding of governmental and tribal financial regulations to help align financial practices with the tribe's economic development goals and sovereign interests.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Maintain accurate and compliant financial records for tribal government funds.
- Performing timely and accurate month-end journal entries and balance sheet reconciliations (e.g., net assets, investments, revenue, expenses, payroll allocations, etc.)
- Ensuring proper revenue and expense recognition.
- Assist with budget development, forecasting, and long-range planning.
- Ensuring all finance and accounting operations comply with generally accepted accounting principles (GAAP) and federal laws and regulations.
- Ensure accurate revenue recognition, cost accounting, and internal controls.
- Prepare financial statements.
- Other duties as assigned.

**Audit & Compliance:**

- Coordinate external audits for both government and enterprise entities.
- Ensure compliance with GAAP and relevant tribal, federal laws (state if needed)
- Implement and monitor internal controls to prevent fraud, waste, and abuse.
- Maintain documentation required for audit readiness and program reviews.

**Leadership & Advisory:**

- Provide financial analysis and recommendations to support tribal economic development.
- Train and mentor tribal finance staff in best accounting practices.
- Ability/possess the knowledge to negotiate an Indirect Cost Agreement between Federal Government and Tribal Government.
- Serve as a liaison between tribal government, external financial institutions and other related organizations.

**SUPERVISION REQUIRED:**

**SUPERVISORY RESPONSIBILITIES:** None

**MINIMUM QUALIFICATIONS:**

All positions require a minimum of a criminal background check to a maximum of an adjudicated P.L. 101-630 character and criminal background check

- Active CPA License
- Bachelor's degree in Accounting, Finance, or related field.
- Minimum 5 years of accounting experience; at least 2 years in governmental or enterprise environments.

**Skills and Knowledge:**

- Proficiency in Microsoft 365 applications (Outlook, Word, Excel, etc.) with expertise in Excel required.
- Sound knowledge of accounting principles, standards, and regulations.
- Proficiency and hands-on experience with financial management software (e.g., Oracle, Sage Intacct, BILL) required.
- Experience overseeing the annual audit.
- Superior data management and data analysis skills.
- Strong time management and organizational skills.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the

essential functions. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit. The employee must frequently lift and/or move more than 20 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception. Incumbent must have the ability to perform demanding and heavy physical labor on occasion.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to both indoor and outdoor elements, hot, cold and wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate to occasionally loud.