



Job Position: Accountant	Status: Full-Time/Exempt
Division: Mobiloans Finance	Salary: Based on Experience
Posting Date: October 18, 2021	Closing Date: October 25, 2021

Job Description

Summary:

MobiLoans is an online financial lender that offers personal lines-of-credit to borrowers with limited access to the traditional banking system. Our evolving mission is to provide a “credit bridge” that enables underbanked people to build the viable credit histories needed to obtain access to the credit and other products provided by traditional banks, thrifts and credit unions.

Principal Duties and Responsibilities of the Staff Accountant

- Compile daily settlement files using portfolio activity generated from loan management systems and lockbox receipts
- Identify portfolio transactions including funding, collections, and charge offs from daily settlement files and prepare general ledger entries to record daily account activities
- Identify, reconcile, and track lockbox and debit card receipts and prepare files for subsequent transfers
- Maintain property plant and equipment depreciation schedules
- Prepare debt sale journal entries
- Assist with monthly close and annual audit schedules as assigned
- Assist with management’s analysis of weekly funding requirements and related credit facility draws and calculations
- Analyze weekly waterfall priority of payments, calculate interest and fee payments, prepare distribution schedules and related general ledger entries
- Assist with annual compliance reporting ▪ Maintain reports and files
- Other duties as assigned

Requisite Qualifications

Under the Tribe’s Employment and Contracting Law (TERO), the Tribe’s policy is to give preference in employment to enrolled members of the Tribe along with their spouses or dependents, and other non-member Native Americans that meet the Requisite Qualifications of the position.

The Requisite Qualifications for the Staff Accountant are summarized in this section and discussed in more detail below.

- B.S. Accounting/Finance required;
- Or 3-5 years financial accounting experience and or accounts payable with a minimum of 12 college hours of accounting courses successfully completed required.
- Knowledge and experience working with accounting rules, regulations, internal controls, policies and procedures that is reflective of the financial services industry.
- Proven, solid Excel skills and exposure to automated accounting systems Skills, Abilities and Soft Skill Factors
- Excellent computer skills including Microsoft Suite of programs (with a technical emphasis on Excel logic functions and formulas, operating in a Microsoft Windows environment)
- Excellent communication skills both written and verbal
- Work experience with accounting general ledger software, CYMA software experience +
- Professional presentation and conduct
- Must be responsible and self-managed
- Must have excellent follow-up and tracking skills and deal with tight deadlines
- Must be detail oriented and able to self-prioritize work
- Ability to work independently with little supervision and changing priorities

Working Conditions/Physical Demands

Frequent keyboarding required, using hands to finger, handle, or feel.

Specific vision abilities required by this job include close vision and ability to adjust focus. May spend up to eight hours per day sitting, with occasional movement throughout the facility; regular use of computer systems and Internet and telephonic communications.

Some travel may be required.

Disclaimer

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

This document does not create an employment contract, implied or otherwise; employment in this job is an “at will” employment relationship.

MobiLoans has mandated that all Marksville in-office employees be fully vaccinated against COVID-19 by December 1, 2021. Reasonable accommodations may be made for legally recognized exemptions, those not fitting into a legally recognized exemption who chose not to receive a vaccination will not be considered for employment

Selection Process:

All Tunica-Biloxi Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicant's who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified and be eligible for an interview.

Complete tribal employment applications and resumes will be accepted until the closing date of the posting. Resumes received after the closing date will not be considered for the position.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

- **Tribal employment application** that is complete and provides all information requested; or
- **Cover letter** explaining your qualifications and experience relevant to the functions of this position; and
- **Personal resume** identifying your qualifications and experience relevant to the functions of this position.

Qualified Native Americans will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, ET. Seq) including other relevant laws. In accordance with Title VII of the 1984 Civil Rights Act, Sections 701(b) and 703(1), preference in filling all vacancies may be given to qualified American Indian candidates. In other than the proceeding situations, the Tunica-Biloxi Tribe is an Equal Opportunity Employer (EOE). Tribal and/or Indian preference applicable in accordance with Title XX of the Tribal Code of the Tunica-Biloxi Tribe of Louisiana.

SUBJECT TO TRIBAL DRUG FREE WORKPLACE TESTING POLICIES

To apply for this position, interested candidates must submit their completed application, or cover letter and resume on or before the closing date to:

Tunica-Biloxi Tribe of Louisiana

Attn: Human Resources

150 Melacon Rd.

Marksville, La. 71351

HR@tunica.org