



## ***Picayune Rancheria of the Chukchansi Indians***

49260 Chapel Hill Drive, PO Box 2226

Oakhurst, CA 93614

(559) 412-5590 – FAX (559) 400-0340

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### **POSITION DESCRIPTION – SENIOR ACCOUNTANT**

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**Reports To:** CEO of CSE

**Department:** Finance

**Status:** Exempt

**Salary Range:** DOE

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#### **SUMMARY AND SCOPE:**

The position reports to the CEO of CSE and requires a seasoned Senior Accountant to be responsible for the maintenance of the day-to-day accounting for Chukchansi Insurance Incorporated and CSE as deemed necessary. The Senior Accountant maintains the general ledger accounts, reconciles bank and subsidiary accounts and performs other duties as required. Areas of responsibility include control of daily accounting for the various business units, assisting with budgets, oversight of payroll, accounts receivable and payables, monthly bank reconciliations for individual company units, general accounting, and assists in the compliance with all Federal and State reporting along with accounting for and reporting of specific requirements. Ability to relate well to and coordinate with department and unit managers and accounting clerks in the fiscal department and in each operating unit. Ability to solve problems and to communicate effectively, both orally and in writing as well as plan and evaluate and make accurate reports and recommendations.

#### **PRIMARY RESPONSIBILITIES:**

- Research and assist in reconciling monthly vendor account statements and accounts payable ledger accounts
- Maintaining financial reports, records, and general ledger accounts
- Preparing journal entries, analyses, and account reconciliations and assisting with monthly close processes
- Contributing to the development and review of annual operating budgets and performance projections
- Maintaining documentation for accounts payable, purchasing, and conducting internal audits
- Performing monthly balance sheet reconciliations
- Meeting processing and reporting deadlines
- Responding to information requests, reviewing financial statements, and assisting with audits
- Ensuring compliance with GAAP
- Assisting the Controller as needed.
- Responsible for assisting in the preparation of budgets and year-end audits and related year-end work papers
- Prepares unit bank reconciliation's and clearing accounts
- Performs all miscellaneous duties within the responsible areas supervised

- Maintains subsidiary accounts by verifying, allocating, and posting transactions
- Balances subsidiary accounts by reconciling entries
- Maintains general ledger by transferring subsidiary account summaries
- Balances general ledger by preparing a trial balance; reconciling entries
- Financial Analysis Reporting.
- Prepares financial reports by collecting, analyzing, and summarizing account information and trends
- Complies with federal, state, and local legal requirements by studying requirements; enforcing adherence to requirements; filing reports; advising management on needed actions
- Contributes to team effort by accomplishing related results as needed
- Provide support to ensure procurement records management system is up-to-date including filing and creation/maintenance/disposition of tribal vendor contract files
- Other duties as assigned to assist the CEO in accomplishing goals and objectives

### **MINIMUM QUALIFICATIONS:**

- Bachelors Degree in Accounting.
- Must have a minimum of four (4) + years' experience as a Senior Accountant.
- Must have a strong work ethic and maintains integrity in the financial information flow of data
- Ability to gather data, analyze reports and communicate clear directions to individuals responsible for accounting functions in each tribal program and/or enterprise
- Ability to relate well to the colleagues and encourage excellence in maintaining high standards when it comes to gathering, dispensing, and reporting financial data
- Ability to attend updated financial training and seminars
- Must possess an advanced knowledge of GAAP accounting principles, standards, practices, and procedure
- Experience in INTACCT Accounting Software (cloud base) or equivalent accounting software is preferred
- Intermediate MS Excel skills including charts and pivot tables
- Basic PowerPoint skills
- Must be able to lift at least 20 pounds
- Must be able to pass a thorough background check and pre-employment drug and alcohol test
- Keep regular hours of operations as prescribed by immediate supervisor, Tribal Administrator and Tribal Council;
- Must have a valid Driver's License.

### **APPLICATION PROCESS:**

- If you are interested in this position, please submit the following:
- Completed Application
- Cover Letter and Resume
- Documentation of completion of Education

- If claiming Tribal Preference, please provide proof of Tribal Identification
- All requested information must be submitted to the Human Resources office by 5:00PM on the closing date. Incomplete applications or failure to submit the requested information will result in the disqualification of your application.
- Submit To: PRCI Human Resources P.O. Box 2226 Oakhurst CA, 93644. You may also submit your application and all supporting documents via email: [jobs@chukchansi-nsn.gov](mailto:jobs@chukchansi-nsn.gov)

**PRCI TRIBAL PREFERENCE:**

In accordance with applicable Tribal Law, and Title VII of the 1964 Civil Rights Act, the PRCI Administration shall give preference in hiring, promotion, transfer, and lay-off to enrolled members of the Picayune Rancheria of Chukchansi Indians. To qualify for this preference, applicants must submit verification of enrollment in the Tribe. Preference means that Tribal Members who meet the minimum qualifications set forth in the job announcement and position description shall be hired before better qualified non-Tribal Members.

**INDIAN PREFERENCE STATEMENT:**

Under CFR 25, Part 276 and by Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies provided to qualified PRCI Tribal Members and/or other American Indian/Alaska Native Candidates.

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(Approval Signature)

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(Date)

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(Employee Signature)

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(Date)