



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

49260 Chapel Hill Drive, PO Box 2226

Oakhurst, CA 93614

(559) 412-5590 – FAX (559) 400-0340

---

---

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

---

---

**Reports To:** Finance Director

**Department:** Finance

**Status:** Non-Exempt

**Salary Range:** \$70,000 - \$84,000

---

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

The position reports to the Director of Finance and requires a seasoned accountant with a minimum of three (3)+ years experience as a Staff Accountant. Must possess an advanced knowledge of GAAP accounting principles, standards, practices, and procedure and function in a tribal governmental and/or private enterprise environment. Solid experience in utilizing intermediate MS Excel skills for account analysis and presentations

Responsible for the maintenance of the day-to-day accounting for the Tribe and its departments and non-casino businesses. Maintains the general ledger accounts, reconciles bank and subsidiary accounts and performs other duties as required by the Director of Finance.

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 accounting manager 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, reconciling, and posting transactions.
- Maintains general ledger by transferring subsidiary account summaries and preparing a trial balance.
- Maintains historical records by filing documents.
- 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.
- Perform other duties assigned.

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree from an accredited educational institution with a major in accounting, business, economics, finance or computer science, or a closely related field.
- Three (3) years of direct experience in procurement, accounts payable, and accounting or data processing.
- Must be computer proficient in Microsoft Office software as well as various types of computer accounting applications and ability to utilize programs operated by the PRCI.
- Experience in INTAACT Accounting software (cloud base).
- Possess a good knowledge of the principles and methods of bookkeeping; office filing systems; and account maintenance including closing, reconciling, and balancing accounts;
- Be able to work and adapt in a diverse cultural setting.
- Understanding and proficiency in full-cycle grant process required.
- Working knowledge of federal regulations and funding agency practices required.
- Knowledge of Indirect Cost, Public Law 93-638, Federal contracts and grants is preferred.
- Effective verbal and written communication skills with a wide range of audiences.
- Ability to perform quality work under pressure and maintain confidentiality.
- Knowledge of Tribal government operations.
- Valid driver's license required and must be insurable under the Tribe's insurance policy.
- A clear background investigation is required.

**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.

\_\_\_\_\_  
(Approval Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)