



Picayune Rancheria of the Chukchansi Indians

49260 Chapel Hill Drive, PO Box 2226

Oakhurst, CA 93614

(559) 412-5590 – FAX (559) 400-0340

Chukchansi Sovereign Enterprises

POSITION DESCRIPTION – CSE BOOKKEEPER

Reports To: CEO

Department: Chukchansi Sovereign Enterprise

Status: Non-Exempt

Salary Range: \$30.00 per hour

SUMMARY AND SCOPE:

We are looking for a skilled Bookkeeper to maintain our financial records, including purchases, sales, receipts and payments. The Bookkeeper will provide light administrative duties while working closely with our team to create and analyze financial reports. Ultimately, the Bookkeeper's responsibilities are to accurately record all day-to-day financial transactions of our Chukchansi Sovereign Enterprises.

PRIMARY RESPONSIBILITIES:

- Provide general administrative support.
- Preparing reports, memos, invoices letters, and other documents.
- Answering phones and routing calls to the correct person or taking messages.
- Making travel arrangements for executives.
- Distribution of mail and other correspondences.
- Accurately recording and transcribe minutes from meetings into written and printed form.
- Using various software, including Word, Excel, Sage Intact, Adobe, and Quick Books.
- Generate and process invoices, account reconciliations and financial reporting.
- Filing and retrieving corporate records, documents, and reports.
- Processing accounting receivables and incoming payments in compliance with financial policies and procedures
- Performing day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables' data
- Preparing bills receivable, invoices and bank deposits
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

- High School diploma/GED
- Minimum of two years' experience as an Administrative Assistant.
- Minimum of four years' experience as a Bookkeeper and must be proficient in Quick Books software.
- Experience with or knowledge of accounting principles including the recording and

measurement of business or financial transactions.

- Must be able to meet deadlines in a fast-paced, quickly changing environment.
- A proactive approach to problem-solving with strong decision-making skills.
- Professional level verbal and written communication skills.
- High degree of accuracy and attention to detail
- Must maintain a high degree of confidentiality.
- In-depth understanding of the entire MS Office suite. Must pass skills test with a minimum score of 80%.
- 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
- 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

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.

(Employee Signature)

(Date)

(Human Resources Representative Signature)

(Date)