



## ***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**

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#### **POSITION DESCRIPTION – STAFF ACCOUNTANT**

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**Reports To:** SENIOR ACCOUNTANT

**Department:** Chukchansi Sovereign Enterprise

**Status:** Non-Exempt

**Salary Range:** \$62,560 - \$72,500 Annually

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

The Staff Accountant for Chukchansi Sovereign Enterprises "CSE" will prepare and analyze a company's financial records. The Staff Accountant will compile financial statements, review data, and ensure financial compliance. The Staff Accountant will be responsible for executing a variety of financial procedures, including month-end and year-end closings accounts payable and receivable, bank reconciliations, general ledger entries. The Staff Accountant will also analyze corporate financial operations to ensure the business is running efficiently.

#### **PRIMARY RESPONSIBILITIES:**

- Review financial statements for accuracy and legal compliance in accordance GAAP.
- Inspect financials for efficiency and accuracy.
- Upload and close financials to Sage Intacct software.
- Organize and update financial records.
- Recommend ways to reduce costs and enhance revenue.
- Perform monthly bank settlements.
- Prepare documentation for external auditors.
- Other duties as assigned.
- Perform other duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree in Accounting or Finance is required.
- Minimum of four years' experience in accounting.
- Strong mathematical and analytical skills
- Strong verbal and written communication skills.
- Proficient in Microsoft excel, Sage Intacct.
- Proven ability to handle multiple projects simultaneously.
- Ability to read and analyze financial reports.
- An Accounting test will be administered, with a passing score of 80% is required.
- Must be able to pass a background and drug screening.
- 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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(Employee Signature)

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(Date)

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(Human Resources Representative Signature)

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(Date)