



Picayune Rancheria of the Chukchansi Indians

Tribal Gaming Commission



POSITION DESCRIPTION – STAFF ACCOUNTANT

Reports To: Executive Director

Department: Administration

Status: PartTime/Non-Exempt

Salary Range: DOE

SUMMARY AND SCOPE:

The Staff Accountant 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, tax returns, bank reconciliations, general ledger entries, forecasting, and budgeting. The Staff Accountants will also analyze corporate financial operations to ensure the business is running efficiently.

PRIMARY RESPONSIBILITIES:

- Review financial statements for accuracy and legal compliance.
- Prepare and file tax returns.
- Enter accounting-related information into business logs.
- Inspect account books for efficiency and accuracy.
- Organize and update financial records.
- Recommend ways to reduce costs and enhance revenue.
- Perform monthly bank settlements.
- Prepare documentation for external auditor.
- Perform other duties assigned.

MINIMUM QUALIFICATIONS:

- Associate degree in Accounting or related field.
- Two (2) years' experience in accounting or a related field.
- Strong mathematical and analytical skills.
- 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.
- Ability to read and analyze financial reports.

- Knowledge of Tribal government operations.
- Must have a valid Driver’s License and be insurable under the Tribe’s insurance policy.
- Must pass a clear background check, alcohol, and drug screening.

PREFERRED QUALIFICATIONS:

- Bachelor's degree in accounting.
- Knowledge of Indirect Cost, Public Law 93-638, Federal contracts, and grants.

APPLICATION PROCESS:

If you are interested in this position, please submit the following:

- Completed Application
- 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)