



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

*Coarsegold, CA 93644*

*(559) 412-5590 – FAX (559) 400-0340*

### **Chukchansi Sovereign Enterprises**

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

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**Reports To:** CEO

**Department:** Finance

**Status:** Exempt

**Salary Range:** \$84,000 - \$88,000 Annually

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

The senior accountant is responsible for the day-to-day accounting and record keeping activities. This position requires the utmost attention to detail, timeliness, efficiency, cost effectiveness, and customer service while adhering to the standards set by the Company. This position is expected to be innovative with respect to Administration and Financial Reporting.

#### **PRIMARY RESPONSIBILITIES:**

- Research and assist in reconciling monthly Accounts receivable/payable accounts.
- Maintain documentation for accounts payable, payroll, purchasing documents, and conducting internal audits.
- Solid experience in utilizing intermediate MS Excel skills for account analysis and presentations.
- Maintaining the integrity of financial reports, records, and general ledger accounts
- Oversee journal entries, analyses, account reconciliations, and assist with monthly and year-end closing processes.
- Develop and review of annual operating budgets and performance projections.
- Ensuring compliance with GAAP.
- Prepares financial reports by collecting, analyzing, and summarizing account information and trends.
- Delegate financial responsibilities to the accounting team.
- Prepare documentation for External Auditors.
- Perform other duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

- Bachelor s degree in Accounting.
- Minimum of five (5) years' experience as a Senior Accountant.
- Must possess an advanced knowledge of GAAP accounting principles.
- Experience in INTACCT Accounting Software (cloud base) or equivalent accounting software.
- Proficiency in Microsoft Office (Power Point, Excel, Word, Outlook).  
Professional level verbal and written communication skills.
- Experience in a multi-entity setting.
- Must be able to handle stress in a healthy and professional manner.

- Has an ability to learn new technologies as necessary.
- Ability to attend updated financial training and seminars.
- Ability to gather data, analyze reports and communicate clear directions to individuals responsible for accounting functions in the various companies.
- Must pass skills test with a minimum score of 80%.
- Must have a valid Driver’s License.
- Must be able to pass a background and drug/Alcohol screening.

**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)