



PICAYUNE RANCHERIA OF THE CHUKCHANSI INDIANS

JOB POSTING CLOSING DATE: January 9, 2025

Job Title:	Housing Bookkeeper
Reports to:	Housing Director
Salary Range:	\$23.00 - \$26.44 per hour
Benefits:	Health, Vision, & Dental Insurance, Retirement Contributions, PTO, and Paid Holidays
Classification:	Hourly – Non-Exempt
Status:	Full-Time, Regular w/ Benefits
Location:	Oakhurst, CA

JOB SUMMARY

Under minimal supervision with the direction of the Housing Director, this position serves as the principal office bookkeeper for the Housing Department and is responsible for recording and maintaining all financial records, data entry, payroll, accounts payable/accounts receivable and various insurance policies. Knowledge of CFR 24 1000, 24 CFR Part 85 & OMB Circular A-87. Also assist with development and administration of the budget.

Essential Duties:

- Must independently perform duties of a highly confidential nature.
- Plan, organize, coordinate, oversee and report on all Housing Department financial activities.
- Maintain bank account(s) and fund account(s) and reconcile with Housing Director.
- Post subsidiary accounts, post to general ledgers from cash receipt journals, cash disbursement journals and journal vouchers.
- Review time sheets of regular and temporary employees and post leave balance accruals. Update, maintain and process payroll.
- Prepare, review, and distribute payment coupons to tenants monthly Perform other duties as required.

Qualifications:

Education

- High School diploma/GED required.
- AA degree in business, accounting or related field preferred

Experience

- 4 years of experience in bookkeeping.
- Knowledge of Government Accounting Standards & Principles (GASP & A-133) affecting financial function and operations of the Housing Department.
- Must have a valid Driver's license and DMV printout.
- Must successfully complete a background investigation and pre-employment drug/alcohol screen.
- Perform other duties as required.



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Required Knowledge, Skills, and Abilities

- Familiarity with the Tribe's Constitution, laws, and culture is preferred, but not required.
- Ability to work in a high-performance, fast-paced, high-pressure environment.
- Exceptional interpersonal and communication (verbal and written) skills.
- Adept at multi-tasking, have unquestionable integrity, with a commitment to accuracy.
- Organized with unfailing attention to detail and outstanding project management skills.
- High level of comfort/ease interacting with all levels in the Tribe.
- Ability to complete tasks in a timely and accurate manner
- Must operate with and maintain confidentiality

Application Process:

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 4:00PM on the closing date. Incomplete applications or failure to submit the requested information will result in the disqualification of your application. You may submit your application packet to PRCI Human Resources, P.O. Box 2226, Oakhurst, CA 93644. You may also submit your application and all supporting documentation via email to: 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 are equally qualified as non-tribal members will be hired. In addition, on the Human Resources Interview rubric that allows for a total of 75 points during interviews, Tribal members will be awarded an additional 7.5 points (10% of allotted points) counted in the overall tally. Tribal members who are not Chukchansi will receive Indian preference by awarding five additional points (6.7% of the total allotted points).

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 is provided to qualified PRCI Tribal Members and/or other American Indian/Alaska Native Candidates.

Employee Signature Date

HR Representative Signature Date