



TULE RIVER INDIAN TRIBE OF CALIFORNIA
340 North Reservation Road, Porterville, CA 93257

JOB POSTING
Open

Opening Date: 5/08/2019 Closing Date: Open Until Filled

Position Title: Staff Accountant

Department: Fiscal

Work Schedule: Monday-Friday 8:00AM-5:00PM (Hours May Vary)

Wage Rate: Pay Range 41: \$21.49-\$27.50/ Hr.
Paid Bi-Weekly/ Overtime Eligible

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

- Completed Application
- Bachelor's Degree
- If claiming Tribal Preference please provide proof of Tribal Identification
- If claiming Veteran's Preference please attach DD214

All requested information must be in the Tribal Administration 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:

Human Resources
Tule River Indian Tribe of CA
340 N. Reservation Rd.
Porterville, CA 93257
E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB DESCRIPTION

POSITION: Staff Accountant

WORKSITE: Tule River Indian Reservation
340 N. Reservation Rd.
Porterville, CA 93257

GENERAL POSITION DESCRIPTION

Under the general direction of the Chief Financial Officer, this position will coordinate and perform professional and technical responsibilities related to the Tribe's financial operations; assist in maintaining control over fiscal information system by monitoring and analyzing financial records, prepare Federal, State and local grant reports, recommending accounting procedures and controls, preparing and interpreting monthly and annual financial reports and assuring that the Tribe is complying with Tribal, State and Federal policies, procedures and regulations, as well as Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) pronouncements.

QUALIFICATIONS:

1. Bachelor's degree in Accounting or a closely related field with a minimum of 24 units in Accounting.
 2. Must have at least 3-5 years experienced performing full accounting functions or 3 years of progressively responsible in governmental or nonprofit finance work.
 3. Prior experienced in Tribal Government environment is preferred.
 4. Ability to analyze and interpret laws, regulations, codes and ordinances to ensure appropriateness of financial transactions and accounting structure.
 5. Ability to plan, organize and coordinate workflow to meet deadlines, maintain efficient and effective working relationships with employees, Department heads, and the public.
 6. Ability to prepare and analyze complex financial reports, interpret accounting procedures, identify problems, research alternatives, and determine conclusions and recommendations.
 7. Must be able to handle extended hours when necessary.
 8. Must be familiar with MIP or other fund accounting software.
 9. Ability to handle and maintain confidential information.
 10. Must possess valid California Driver License and be Insurable by Tribe.
 11. Must successfully complete a background investigation and pre-employment drug screen.
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ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Initiates business and internal accounting controls in order to ensure proper

- accountability of fiscal operations.
2. Applies accounting theory and principles, procedures, and reporting technique to ensure compliance with governing laws, rules, regulation, policies and procedures.
 3. Consults with agency contact manager and Department heads for reporting requirements to ensure compliance with Federal, State, and Tribal policies or other special requirements.
 4. Work closely with Department heads, Community Development Specialist and CFO to coordinate grant requirements and provide grant program support.
 5. Prepare timely and accurate reconciliations of grant expenditures monthly, quarterly, yearly invoices and other reporting required by granting agency.
 6. Prepared financial statements and reports.
 7. Calculate and proposed journal entries for indirect cost, deferred revenue and receivables.
 8. Provide grant & contract financial reporting for Federal, State, local, and other funding sources.
 9. Ensure compliance with the grant/contract agreement and all applicable Federal, State, and Tribal laws, OMB circulars or other applicable guidance.
 10. Reconciles complex accounts, determines and identifies sources of errors or discrepancies and recommends corrective actions.
 11. Prepare year-end accrual entries, adjustments, audit schedules and provide assistance for external auditors during the annual audit.
 12. Attends grants meeting and job related training, seminars or workshops.
 13. All other duties assigned.

This position reports to: Chief Financial Officer

Salary Range: Range 41: \$21.49-\$27.50/Hour
Paid Bi-Weekly/Overtime Eligible

Benefits: Medical, Dental, Vision, Flexible Spending Plan, PTO & 401(K) participation.

Working Hours: 40+ Hours/Per Week
8:00A.M. - 5:00 P.M. Monday-Friday- hours may vary as required

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES IN ACCORDANCE WITH THE INDIAN PREFERANCE ACT (TITLE 25,U.S. CODE SECTION 472 AND 473).