



**SUSANVILLE INDIAN RANCHERIA**  
**745 Joaquin Street**  
**Susanville, CA 96130**

**POSITION ANNOUNCEMENT**

Position: Senior Accountant – Special Revenue  
Date of Announcement: January 20, 2016  
Closing Date: February 25, 2016  
Hours: Full Time  
Salary: \$19.00 - \$26.00/hr

**GENERAL STATEMENT OF RESPONSIBILITY:**

Implement the established financial and accounting policies and procedures of the Susanville Indian Rancheria. Duties include preparation of routine journal entries, reconciliation of special revenue accounts, , accounts receivable, preparation of federal funding reports, preparing information needed for drawing federal contracts & grants maintenance of contract/grant files, and assisting in preparation of budgets and financial reports as requested. Cash receipt preparation and post deposits.

**SPECIFIC RESPONSIBILITIES:**

1. Responsible for maintaining the Tribe's financial management, accounting and reporting system under Fiscal Controller supervision.
2. Assist Fiscal Controller in planning, coordinating and preparing for audit and interfacing with the selected public accounting firm in providing accounts payable, accounts receivable, grant, contract and regulatory report reconciliations to the general ledger.
3. Assist in reviewing and analyzing financial and statistical data for the clinic, Board and staff.
4. Oversee the maintenance of adequate records and files for all grants and contracts. Interfaces as needed with all Susanville Indian Rancheria program and department directors.
5. Responsible for posting general ledger, subsidiary ledgers and journals.
6. Input accounts receivables and adjusting entries to general ledger monthly.
7. Monitor budget line item amounts, both I.H.S. and B.I.A and other grants and programs.
8. Advise department and program directors on budget issues.
9. Assist in the preparation of grant applications and closing reports.
10. Fill out cost reports for grants and contracts as needed, based on data contained in the general ledger.

11. Assist in preparation of supplemental schedules for annual audit report.
12. Assist Fiscal Controller in compiling the annual Tribal government budget.
13. Must be reliable. Consider tardiness, attendance, willingness to work overtime.
14. Contributes to the team effort by participating in the Susanville Indian Rancheria's facility wide program improvements, goals and standards
15. Other duties as assigned.

**QUALIFICATIONS:**

1. Bachelor's degree in accounting or business administration with accounting concentration. (May substitute 2 year degree and at least 4 years public or fund accounting experience).
2. Minimum of two years experience public or fund accounting.
3. Must have experience in use and of Microsoft Excel, Word and Outlook as well as general ledger accounting programs.
4. Must be able to relate to Native Americans.
5. Preference will be given to Native Americans (42 CFR 36.221).