



**SUSANVILLE INDIAN RANCHERIA
745 JOAQUIN STREET
SUSANVILLE, CA. 96130**

POSITION ANNOUNCEMENT

Position: Staff Accountant - Special Revenue
Date of Announcement: June 13, 2018
Closing Date: June 22, 2018
Salary: \$20.46 - \$21.50
Hours: Full-Time
Benefits: Highly competitive benefits package **See below*

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, and review and code incoming revenue. Prepares information needed for drawing federal contracts and grants, and maintaining contract and grant files. Assists in preparation of budgets and financial reports as requested.

This position works with and around our children and youth and is therefore subject to P.L. 101-630.

SPECIFIC RESPONSIBILITIES:

1. Responsible for maintaining the Tribe's financial management, accounting and reporting systems for special revenue, accounts receivable, and cash management.
2. Responsible for posting accounts receivable, cash management, general ledger, subsidiary ledgers and journals. Reconciling accounts receivable and other subsidiary ledgers as assigned.
3. Responsible for assigning accounting system codes for fund, fund source and division for all new incoming grants and contracts with approval from the Chief Financial Officer and Program Director.
4. Prepares and submits invoicing for all revenue, contracts and grants.
5. Monitor budget line items for allowability for Indian Health Service (IHS), Bureau of Indian Affairs (BIA) and other grant or contracts. Works closely with the grants writer regarding general ledger codes within performance and/or scope of work. Assist department and program directors on budget issues regarding contracts and grants.
6. Prepares all grant and contract reporting as required by the agency by filling out cost reports based on data contained in the general ledger.

7. Responsible for reconciliations between external billing systems and/or cash collections from various departments and monitoring the interface where applicable between point of sales reports and the accounting system.
8. Maintains records and files for all grant and contract receivables in accordance with GAAP. Includes working with all Susanville Indian Rancheria and Lassen Indian Health Center program and department directors. Prepare reconciliations for contract receivables and third-party billing receivables for yearend review by the Chief Financial Officer.
9. Assist in the preparation of grant applications and closing reports.
10. Assist in audit preparation including supplying the supporting reconciliations and supporting documents for all grant, contract and special revenue accounts.
11. Assist the Chief Financial Officer and department heads in preparation of midyear and annual budgets for the tribal government.
12. Contributes to the team effort by participating in the Susanville Indian Rancheria's facility wide program improvements, goals and standards.
13. Other duties as assigned.

QUALIFICATIONS:

1. Bachelor's Degree in Business Administration with two years' experience in public or fund accounting; or six years of experience in full charge bookkeeping or full general ledger accounting processes.
2. Must have experience in utilizing the use of accounting programs and best accounting practices.
3. Able to work with and have respect and sensitivity to Native American culture.
4. Valid driver's license with no more than 5 MVR points and insurable as determined by the Susanville Indian Rancheria insurance provider.
5. Must pass criminal background investigation and meet the minimum standards of character as established by P.L. 101-630.

SIR BENEFITS PACKAGE:

The Susanville Indian Rancheria offers its Full-Time employees a highly competitive benefits package, including: annual cost-of-living increases (based on SSA COLA); eligibility for annual merit increases; twelve paid holidays; thirteen days paid sick leave; up to twenty-six days paid annual leave (depending on length of service); maternity leave; paternity leave; affordable group health, dental, and life insurance; 401(k) retirement plan.