



SUSANVILLE INDIAN RANCHERIA
745 Joaquin Street
Susanville, CA 96130
(530) 251-5161

VACANCY ANNOUNCEMENT

OPENING DATE OF ANNOUNCEMENT:	September 15, 2026
CLOSING DATE OF ANNOUNCEMENT:	September 28, 2026
POSITION TITLE:	Controller (LIHC)
SUPERVISES:	Yes
STARTING SALARY:	\$50.00
	Depending upon experience and education.
GRADE:	17
FLSA STATUS:	Exempt
NUMBER OF POSITIONS:	1
STATUS:	Permanent
HOURS:	Full Time
BENEFITS:	Highly competitive package <i>*See below</i>
SUBJECT TO P.L. 101-630:	Yes

GENERAL STATEMENT OF RESPONSIBILITIES:

Under the general supervision of the Chief Financial Officer, the Controller will assist with the design, operations, and control of effective administrative procedures related to accounting, payroll, property control, procurement and operational budgets for tribal governmental funds and clinic funds as well as the implementation of new accounting software modules. The Controller will be assisting with the training of clinic and tribal staff with these implementations. Day-to-day general ledger responsibilities, accounts receivable, payroll and tax compliance for tribal entities, including month end close of asset and liabilities will be the responsibility of the Controller.

KEY RESPONSIBILITIES:

- Financial Reporting
- Prepare accurate monthly financial statements for the Department
- Heads meeting on the 2nd Wednesday of the month. Report will be based on previous month transactions.
- Assist in training departments to assess their departmental revenue and expense.
- Journal Entries Journalize corrections made by program managers in their Revenue & Expense reports and assist in their day-to-day cost control and financial performance of each program.

Budgeting and Forecasting

- Assist with the preparation of the annual and mid-year budget(s). Post the budget to MIP once approved by the Tribal Business Council.
- Monitor Over/Under Expense and report to CEO, COO & CFO.

Internal Control

- Assist with establishing policies and procedures that will ensure adequate safeguards of assets.
- General Ledger – Reconcile all Balance Sheet Accounts and Payroll Liabilities, monthly
- Bank Reconciliations - Post all deposits from Billing Department, by department (Medical, Dental, BHA, Pharmacy, etc.) and on-line direct deposits from agencies in MIP promptly and accurately. Do the Bank Reconciliation timely every month.
- Review and approve the AP before printing checks.

Compliance & Audits

- Work with auditors to ensure all required reports, supporting documentation, files, and backups are prepared and readily available for the audit.
- Accounts Payables – Audit and validate that accounts payable staff are paying invoices and credit cards in a timely manner.
- Accounts Receivable: -Audit and validate that accounts receivables and accrued debt is within the allowable amount within the 30-60-90-120 days of timely filling limits.

Team Management

- Supervise and train accounting staff. Review the product of accounting staff to ensure accuracy.

Accounting System

- Understands fully, manages, coordinates and trains staff regarding the computer hardware and software systems used in the fiscal department.
- Manage and give new users Microix and MIP access and passwords to the systems.
- Manage and update the Microix workflow to ensure the approvers are the right staff.

Grant Reporting and Funding Draw Down

- Facilitating the preparation and submission of grant reimbursement draw requests to the awarding agency in a timely manner.
- Facilitates the preparation and submission of all grants required reports and closes out arrangements with granting agencies in accordance with the terms of the grant agreements.
- Invoice/Bill Grant agencies that reimburse based on expenses.

Other duties as assigned.

KNOWLEDGE SKILLS AND ABILITIES:

- A. Ability to be bonded.
- B. Demonstrated ability to understand and comprehend the different business and program activities of the tribal government and health clinic to support the compliance requirements for various agencies.
- C. Excellent written and verbal communication skills.

- D. Ability to be a supervisor. Must be a role model in attendance and timely completion of work.
- E. Knowledge of governmental accounting standard board requirements.
- F. Knowledge of the Uniform Guidance especially allowable and un-allowable expense.

MINIMUM QUALIFICATIONS:

- 1. Must have a high school diploma or equivalent from an accredited high school.
- 2. Must have a valid California driver's license or license from current residence state.
- 3. Must pass P.L. 101-630 background check.
- 4. Must pass a pre-employment drug test.
- 5. Must have a valid CPR card or be able to obtain one within ninety (90) days of hire.

ADDITIONAL QUALIFICATIONS FOR THIS POSITION

- 6. Bachelor's degree in accounting, finance, or business administration with emphasis on accounting or finance. Master's degree is preferred.
- 7. Ten (10) years' experience working in the accounting field including a minimum of five (5) years' management experience in the accounting field, minimum of three (3) years in governmental accounting or three (3) years' experience in for-profit business accounting, with emphasis on financial analysis and/or business startup.
- 8. Minimum of five (5) years' experience maintaining and operating a budget for a complex organization with multiple funding sources and departments.
- 9. Experience as a supervisor or manager.
- 10. Certified public accountant or certified government financial manager is preferred.

WORKPLACE ENVIRONMENT:

- 1. **PHYSICAL SAFETY:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending, carrying light items, driving an automobile, etc. No special physical demands are required to perform the work.
- 2. **WORKING ENVIRONMENT:** Regular exposure to favorable conditions such as those found in a normal office.

PERFORMANCE EXPECTATIONS:

- Uphold all principles of confidentiality.
- Adhere to all professional and ethical behavior standards.

- Interact in an honest, trustworthy and respectful manner with employees, visitors and vendors.
- Participate in departmental staff meetings, quality management activities, cultural and educational programs.
- Comply with policies and procedures.
- Display respect and understanding of Susanville Indian Rancheria's traditions and values.
- The way the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability.
- Any attitude or behavior that will tarnish the name or reputation of the Susanville Indian Rancheria will not be tolerated and is subject to disciplinary action.

PREFERENCE POLICY:

- 1st Preference: Enrolled member of a Federally Recognized Tribe.
 2nd Preference: Documented proof of Veteran Status, i.e. DD-214, Veterans Benefit Card.
 3rd Preference: All other applicants.

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, vision, and life insurance; and 401(k) retirement plan.

HOW TO APPLY AND APPLICATION REQUIREMENTS:

All applicants are required to submit a Susanville Indian Rancheria/ Lassen Indian Health Center application. Applications can be found on our website at: www.sir-nsn.gov/human-resources/ (SIR – LIHC – Gaming Commission Application for Employment P.L. 101-630 Requirements) or picked up at 745 Joaquin Street, Susanville, CA.

Only **complete** applications will be considered. For your application to be considered complete you must attach the following:

1. Completed Susanville Indian Rancheria/Lassen Indian Health Center Application.
2. Copy of your High School Diploma **AND** College Degree or transcripts documenting your graduation or completion of your Degree.
3. Copy of your valid Driver's License.
4. Copy of any other certifications required.
5. Copy of Tribal Card, if claiming Indian Preference.
6. Copy of DD214 or other proof of Veteran status, if claiming Veteran's Preference.
7. **An additional statement on how you meet each Minimum and Additional Qualification and Knowledge, Skills and Abilities.**

Complete applications can be dropped off in person to the Human Resources Office at 745 Joaquin Street, Susanville, California, Monday through Friday from 8:00 am to 5:00 pm. They may also be emailed to ewadley@sir-nsn.gov or faxed to (530) 251-1895 or mailed to the above address. All applications must be **received** by 5:00 pm Pacific Standard Time on the closing date of the announcement.