



SIRCO

SUSANVILLE INDIAN RANCHERIA CORPORATION

745 Joaquin Street
Susanville, CA 96130
(530) 257-4921

VACANCY ANNOUNCEMENT

OPENING DATE OF ANNOUNCEMENT: July 7, 2021
CLOSING DATE OF ANNOUNCEMENT: Open until Filled-First Cut-off 07 23 21
Second Cut-off 08 06 21
Third Cut-off 08 20 21

POSITION TITLE: Accounting Manager
SUPERVISES: Fiscal Department
STARTING SALARY: Negotiable - Depending on Experience
FLSA STATUS: Exempt
NUMBER OF POSITIONS: 1
STATUS: Permanent
HOURS: Full Time
LOCATION OF POSITION: Herlong, California

GENERAL STATEMENT OF RESPONSIBILITIES:

Provide on-site leadership of the finance and accounting department and its staff. Ensure compliance with relevant standards, accurate and timely daily, weekly, and monthly financial reporting as applicable for all company activities and assist executive Management in making educated economic decisions about the company's future. The Finance Department is small so many of the responsibilities will be self-performed.

The Accounting Manager is responsible for the preparation and fair presentation of financial statements in accordance with account principles generally accepted in the United States: this included the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

SPECIFIC AREAS OF RESPONSIBILITIES:

- Manage the on-site activities of the accounting department for the accurate and timely dissemination of financial management reports, including, but not limited to, monthly financial statements.
- Weekly revenue summary and other reporting as directed by management and the SIRCO Board.
- Manage the on-site activities of the disbursement department, ensuring the accurate and timely processing of accounts payable, petty cash, core employee expense reports, cash control, payroll processing and total corporate payroll tax compliance.
- Manage the on-site activities of the accounts receivable departments to ensure the accurate and timely management of all accounts receivable aging components including billing, cash receipts application, quarter and year-end payroll closing including federal and state reports.
- Report to management and SIRCO Board with accurate and timely work of financial information and staff assignment to ensure deadlines are met.
- Assist in the Annual audit and budget process.
- Ensure tax reporting compliance to assure the accurate and timely completion of all tax returns and payments made to appropriate governmental entities.
- Assist with establishing and documenting accounting procedures to ensure accounting best practices.
- Maintain and monitor systems of internal controls that verify the integrity of all accounting systems, processes, and data.
- Communicate with co-workers, management, SIRCO Board, clients, and others in a courteous and professional manner.
- Conform with and abide by all regulations, policies, work procedures and instructions.
- Continually evaluate, recommend, and assist in implementing financial reporting efficiencies.
- Assist in the evaluation of staff and department staffing needs.
- Lead, guide, and mentor on-site staff members to ensure appropriate bookkeeping and accounting systems are accurately maintained, complete weekly soft closes, and close the books monthly.
- Lead subsidiary business managers to implement the same systems in the businesses they manage.

- Collaborate with the Operations Manager to plan for profitability.
- Other duties as assigned.

KNOWLEDGE SKILLS AND ABILITIES:

- A. Complete knowledge of general ledger accounting, accruals, and financial reporting.
- B. Ability to understand and document internal controls and accounting procedures.
- C. Knowledge of Advanced Excel, Word, Adobe Pro systems, Google/Outlook Email, Dropbox.
- D. Basic math skills and 10key.
- E. Proficiency skills in MAS 100/QuickBooks Enterprise & Pro/F9 reporting systems.
- F. Ability to multi-task and work well in a fast-paced environment and be well organized.
- G. Excellent written and verbal communication skills.
- H. Strong organizational and planning skills.
- I. Ability to work with minimal supervision and familiarity with remote office environments.
- J. Ability to work extended hours as needed.
- K. Ability to adhere to strict confidentiality.

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 a pre-employment background check.
4. Must pass a pre-employment drug test.

ADDITIONAL QUALIFICATIONS FOR THIS POSITION

5. Bachelor's Degree in Accounting, Finance, or Business Administration with a concentration in Accounting.
6. Five (5) years managing a financial department and its staff.

7. Must understand GAAP, GASB, multiple entity reporting and consolidation.
8. Experience with Project Cost Accounting requirements for Governmental Contractors.
9. Experience with DCAA (Defense Contract Audit Agency) compliance accounting systems.

WORKPLACE ENVIRONMENT:

1. PHYSICAL SAFETY: The work requires minor physical exertion, such as short periods of standing, walking over rough/uneven surfaces, some recurring bending, crouching, stooping, stretching, reaching, or similar activities. Job may require recurring lifting of lightweight objects with infrequent bending or stooping.

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:

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

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 ramador@sir-nsn.gov or faxed to (530) 257-1895 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.