



SUSANVILLE INDIAN RANCHERIA  
745 Joaquin Street  
Susanville, CA 96130  
(530) 257-5371

### VACANCY ANNOUNCEMENT

<b>OPENING DATE OF ANNOUNCEMENT:</b>	<b>March 10, 2025</b>
<b>CLOSING DATE OF ANNOUNCEMENT:</b>	<b>March 21, 2025</b>
<b>POSITION TITLE:</b>	<b>Procurement, Travel &amp; Credit Cards Staff Accountant</b>
<b>SUPERVISES:</b>	<b>No</b>
<b>STARTING SALARY:</b>	<b>\$30.52 to \$38.16</b>
<b>GRADE:</b>	<b>Depending upon experience and education.</b>
<b>FLSA STATUS:</b>	<b>14</b>
<b>NUMBER OF POSITIONS:</b>	<b>Non-Exempt</b>
<b>STATUS:</b>	<b>1</b>
<b>HOURS:</b>	<b>Permanent</b>
<b>BENEFITS:</b>	<b>Full Time</b>
<b>SUBJECT TO P.L. 101-630:</b>	<b>Highly competitive package *See below</b>
	<b>Yes</b>

#### **GENERAL STATEMENT OF RESPONSIBILITIES:**

Implement the established financial and accounting policies and procedures of the Susanville Indian Rancheria. This position serves to reconcile purchase orders, travel, and credit card statements with the general ledger.

#### **SPECIFIC AREAS OF RESPONSIBILITIES:**

Responsible for maintaining the Tribe's procurement, travel, and credit cards, under the Fiscal Controller's supervision. Following and enforcing the company's procurement guidelines.

##### **Purchase Orders:**

- Serves as office supply purchasing agent.
- Monitoring status in Microix daily.
- Reviewing orders, calling in the orders or placing orders on-line.
- Immediately ask for the invoices and attach them to the purchase order for submittal.

- Reviews all purchasing and ensuring that all documentation needed is in Microix before transferring over to a cash disbursement batch.
- Verifies all orders when received and alerts the department to pick up their orders.

**Credit Cards:**

- Downloads all credit card statements monthly for reconciliation. Verifies that all credit card transactions were entered correctly in Microix with all receipts attached.
- Follows up on missing items by email, phone, or office visit.

**Travel:**

- Ensures all employees, Tribal Business Council, and Native Elders Circle member's travel follows policy, along with booking flights, rental cars, hotel rooms, paying per diem, and any other accommodation one may need.
- All travel requests must have completed and approved SIR Travel Orders with all required signatures.
- If employees are driving personal vehicles for business travel, copies of their car insurance and driver's licenses must be submitted with travel orders.
- Per diem will follow the GSA rates and travel advances will be processed a week prior to travel.
- Upon employee's return from travel the remaining and allowable travel expenses will be processed and given to the employee.

**Other Duties:**

- Responsible for the Native Elders Circle accounts by providing the revenue and expenses reports at the elders' monthly luncheon meeting.
- Assists in reconciling payroll liabilities every pay week.
- Assists in posting corrections to coding in the general ledger.
- Assists in preparing Accounts Payable vendors accurately for 1099 NEC, 1099 MISC, and non 1099 vendors.
- Assist in planning, coordinating, and preparing for audit by pulling back ups for accounts payable, accounts receivable, grants and contracts.
- Assists with maintaining employee confidentiality at the fiscal office.

**Other duties as assigned.**

### **KNOWLEDGE SKILLS AND ABILITIES:**

- A. Knowledge of accounting programs.
- B. Detail oriented skills.
- C. Excellent communication and customer service skills.
- D. Ability to work as part of a team.

### **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. Must have a bachelor's degree in accounting or business administration with accounting concentration; or an associate degree; or a combination of education and experience totaling five (5) years.
- 7. Must have three (3) to five (5) years of experience in public or fund accounting.
- 8. Must have experience with electronic document management systems.
- 9. CPA qualifications are 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 of 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:**

- 1<sup>st</sup> Preference:           Enrolled member of a Federally Recognized Tribe.  
 2<sup>nd</sup> Preference:         Documented proof of Veteran Status, i.e. DD-214, Veterans Benefit Card.  
 3<sup>rd</sup> 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/](http://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 [wbrown@sir-nsn.gov](mailto:wbrown@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.