

# CHUKCHANS INDIAN HOUSING AUTHORITY

## JOB ANNOUNCEMENT IN HOUSE

**POSITION: Bookkeeper**

**WORK WEEK: 40 + hours/M-F**

**SALARY: 56,160 yearly (Exempt)**

**CLOSING DATE: March 27, 2018 @ 4:00 p.m.**

**General Responsibilities Include:**

- Responsible for assisting in the preparation of budgets and year-end related work to assist with yearly audits;
- Experience working with Quick Books and MS Excel software is required;
- Prepares bank reconciliations and clearing accounts as requested by CPA;
- Performs all miscellaneous duties within the responsible areas of finances;
- Balance subsidiary accounts by reconciling entries;
- Initiates and maintains a variety of files and records for information related to accounting and finance;
- Prepares and provides monthly budgets for Housing Authority Board of Commissioners and Executive Director;
- Processes accounting check vouchers for review and approval of expenditures;
- Reviews all incoming invoices for accuracy and prepares payment;
- Maintains historical records and data;
- Complies with federal, state, and local legal requirements; filing reports; advising management on needed actions regarding;
- Works cooperatively with and provides reports to Tribal Council as requested;

- Willing to travel sometimes overnight, to meetings, trainings and conferences as required;
- Maintains confidentiality of information; ensures privacy and maintains security of confidential materials;
- Performs other duties as assigned.

### **Qualifications**

- Must have minimum of five (5) years' experience working in the bookkeeping/accounting field.
- High school diploma or equivalent, Bachelor's Degree in accounting or related field preferred but not required.
- Must have valid driver's license and insurable.

Applications can be picked up at the office of Chukchansi Indian Housing Authority 49260 Chapel Hill Drive, Oakhurst, CA 93644 or e-mail application and application to [ciha.housing@chukchansi-nsn.gov](mailto:ciha.housing@chukchansi-nsn.gov) or Lorita F. Silvas @ [lsilvas@chukchansi-nsn.gov](mailto:lsilvas@chukchansi-nsn.gov).