



**PICAYUNE RANCHERIA
OF THE
CHUKCHANSI INDIANS**

8080 N. Palm Ave #207 Fresno CA 93711

Web Site: www.chukchansitribe.net - Email: lparker@Chukchansi-nsn.gov

POSITION DESCRIPTION

Position: Finance Manager **Status:** Full-Time

Supervised by: Tribal Administrator

Salary Range: 60,000 – 80,000 (DOE) **Exempt**

General Statement of Responsibility

Under the direction of the Tribal Administrator, the Tribal Accountant will be responsible for preparation of financial statements, reviewing fiscal records, monitoring financial transactions and providing budgetary control for assigned funds and Tribal departments. The ideal candidate will demonstrate knowledge of the principles of accounting and financial administration for a Tribal organization, as well as the ability to prepare a variety of financial statements, perform analyses, make budget projections, and communicate effectively, both orally and in writing.

Duties and Responsibilities

- Responsible for work and personnel issues in Accounts Payable, Accounts Receivable, Financial Accounting, and audit.
- Primarily responsible for the timely and accurate dissemination of financial reports to management and Tribal Council.
- Determine work procedure and identify efficiencies necessary to expedite work-flow involved in posting, summarizing, verifying, recording, clearing, balancing, reviewing and correcting transactions to result in correct and timely accounting records.
- Maintain and monitor the Tribe's General ledger.
- Direct and review all financial work including month end packages, tax returns and adhoc projects.
- Responsible for month end close; create, input and post journal entries.
- Prepare exhibits and finalize monthly financial Statements.
- Prepare account reconciliation for appropriate accounts.
- Prepare quarterly reports.
- Utilizing in-house financial software, maintain and control the chart of accounts and formatting of all reports for financial statements and general ledger entries.
- Prepare indirect cost proposals.
- Prepare financial statements and various financial reports for Federal, State and other agencies (tax, insurance and other report information) as required by governmental regulations.
- Coordinate year-end external audit and tax compliance.
- Review and audit grant contracts, amendments and other documents to ensure grant compliance.
- Monitor and report on the status of State and Federal grants.

- Assist department directors with budget activity, proper expenditure coding, document preparation and other accounting related activities.
- Monitor current year budget for various Tribal departments and projects; ensure budgets and schedules are met.
- Analyze operations, trends, costs, revenue, financial commitments and obligations incurred to project future revenues, expenses, and cash flows.
- Assess, standardize and improve operational controls and costs.
- Manage insurance policies; manage relationships with external insurance vendors and credit card companies.
- Manage annual budget process and revise forecasts on an on-going, daily basis.
- Prepare fund balance projections and review with operating departments.
- Research and analyze transactions to resolve budget problems.
- Post, balance, and reconcile the general ledger and subsidiary accounts.
- Prepare and review all journal vouchers for correctness and accuracy.
- Provide analysis of available funds at management's request.
- Review a variety of bank reconciliation's, claims, reports and schedules for accuracy and completion.
- Cash Management.
- Stay current with new developments in government accounting.
- Ensure staffing and performance requirements are met.
- Perform other duties as required.

Requirements and Qualifications

1. Bachelor's or Master's degree (CPA preferred) or equivalent in accounting or related field
2. 8-10 years related experience and/or training or equivalent combination of education and experience with 5-7 years management background.
3. Knowledge of generally accepted accounting principles and practices.
4. Principles of financial administration, including budgeting and reporting.
5. Data processing accounting applications.
6. Modern office practices, procedures, methods and equipment.
7. Ability to learn governmental accounting principles and practices.
8. Analyze and interpret financial documents and reports.
9. Prepare a variety of financial statements and reports.
10. Perform financial analyses and budget projections.
11. Establish and maintain effective working relationships with others.
12. Communicate effectively, orally, and in writing.
13. Train and direct accounting personnel.
14. Strong MS computer skills required; accounting software experience needed.
15. Possession of a valid California driver's license.
16. Strong organizational and supervisory skills in managing a diverse work group
17. Strong technical accounting skills
18. Outstanding interpersonal skills and ability to interface with senior levels of management, Tribal Council and external auditors.
19. Self-starter with proven ability to establish and meet goals and objectives.
20. Must be open to change, willing to pursue new challenges and able to manage multiple priorities.

IN ACCORDANCE WITH TITLE VII 1964 CIVIL RIGHTS ACT, SECTION 701(b) and 703(I), PREFERENCE IN FILLING ALL VACANCIES WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN CANDIDATES.