



## ***Picayune Rancheria of the Chukchansi Indians***

49260 Chapel Hill Drive, PO Box 2226

Oakhurst, CA 93644

(559) 412-5590 – FAX (559) 666-3321

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### **POSITION DESCRIPTION – Temporary Full-time Housing Accountant**

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**Reports To:** Housing Director

**Department:** Housing Department

**Status:** Non-Exempt

**Salary Range:** DOE

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#### **Summary & Scope of Position:**

This position is responsible for a variety of general accounting support tasks in the financial department for the Housing Department with the supervision of the Tribal Administrator. Verifying the accuracy of the invoices and other accounting documents or records. Provides administrative support to the Finance Department and the Tribal Administrator. Works directly with the Finance Director to maintain the finance office and keep it running smoothly. Communicates with customers and external agencies. Implementation of responsibility of self-monitoring as required by NAHASDA and HUD guidelines.

#### **Duties & Responsibilities:**

- Responsible for assisting in the preparation of records detailing financial business;
- Reconciling finance accounts and direct deposits;
- Performs all miscellaneous duties within the responsible areas of finance;
- Managing petty cash transactions and maintains accurate account of petty cash;
- Initiates and maintains a variety of files, records, and information related to accounting and finance;
- Reviews and calculates all incoming invoices for accuracy and prepares check vouchers for payment;
- Maintains historical records and data;
- Compile data and prepare a variety of reports at the direction of supervisor;
- Works cooperatively with Finance Department as well as other employees;
- Operates modern office machines and equipment, including word processors, printers, copiers, and calculators;
- Sorting out incoming and outgoing daily post and answering queries;
- Provides clerical support such as typing, filing, making phone calls, handling email and basic bookkeeping;
- This position may require regular driving for business purposes and will therefore require possession of a CDL and the ability to be insurable;
- Willing to travel sometimes overnight to meetings, trainings, and conferences as required;
- Following internal controls policies and procedures as required by the Housing Dept.;
- Maintain confidentiality of information; ensure privacy and maintains security of confidential materials;
- Maintains property inventory control ledger;
- Performs other duties as assigned

### **Minimum Qualifications:**

- Must have minimum of four (4) years exp. working in an administrative or finance field.
- Excellent communication & verbal skills.
- Ability to gather data and communicate clear and concise information.
- Ability to work well with other team members.
- Attention to detail and the ability to e multi-task.
- Valid California driver license with clean DMV printout.
- Must pass a background check and pre-employment drug test.
- Will be responsible to drive vehicles and maintain safe driving.
- Must be able to lift 20 pounds.
- Must be to work with Microsoft applications.

### **Requirements:**

- Must adhere to Tribal drug and alcohol policy
- Keep regular hours of operations as prescribed by the immediate supervisor, Tribal Administrator, and Tribal Council
- The ability to maintain confidentiality is mandatory

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist and the noise level in the work environment can vary from low to moderate. Must be able to multitask and complete tasks as given.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to Successfully perform the primary functions of this job. While performing the duties of this job, are driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required talking and hearing are essential to communicate with staff. The employee must be able to access and navigate each department at the organization's facilities.

### **MENTAL DEMANDS**

There are several deadlines associated with this position. The employee must also multitask and interact with a wide variety of people on various and, at times, complicated issues.

### **PRCI TRIBAL PREFERENCE**

For purposes of hiring, promotions, transfers, and training all candidates must possess the "Minimum Qualifications" stated in the job description or job announcement. Minimum Qualifications are defined as those entry-level qualifications essential to the performance of the basic responsibilities for each job category, including but not limited to education, training, specific work experience, employment record and physical skills (where applicable). Preference shall be given with respect to personnel decisions, layoffs, recalls, promotions, transfers, training and hiring. First, enrolled Tribal Members who meet the Minimum Qualifications shall not be denied if another individual at a lower preference has higher qualifications than are necessary for the position. Second, after preference is provided to enrolled Tribal Members, Native Americans who are enrolled members of a federally recognized tribe other than

Picayune Rancheria of the Chukchansi Indians shall be provided preference over equally qualified non-Indian candidates, however if the non-Indian candidate is more qualified, a business decision may be made to hire or promote the best candidate. If more than one person at the same preference level meets the Minimum Qualifications the decision-makers shall have discretionary authority to make the appropriate business decision in the best interest of the Tribe. Accordingly, when preparing job descriptions or job announcements care should be taken to establish qualifications that fit the desired needs of the position.

**INDIAN PREFERENCE STATEMENT**

Under CFR 25, Part 276 and by Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies provided to qualified PRCI Tribal Members and/or other American Indian/Alaska Native Candidates.

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Employee Signature

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Date

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Approval Signature

\_\_\_\_\_  
Date