



Employment Requisition Form

Position to be filled: Staff Accountant

Department: Finance

Required Qualifications/Essential Duties:

- Bachelor of Science Degree in Business Administration, majoring in Accounting or Finance; or a minimum of 6 years of accounting experience-
- Certificated 10-key
- Typing Certificate of 45 wpm or higher
- Compiles and analyses financial information to prepare entries to general ledger accounts.
- Reconciles all general ledger accounts and create accounting reports.
- Perform reconciliation on tribal activities, contracts and vouchers as required and prepares reports to substantiate individual transactions.
- Maintain accounting subsystems, prepaid expense, fixed assets, *A/R*, *A/P* and other subsystems to ensure they are in balance with the general ledger and differences are reconciled and reported to the Finance Manager.
- Analyzes and makes recommendations on accounts reserves, fixed assets and other general ledger accounts.
- Performs reconciliations on asset and liability accounts; and prepares journal entries for review and adoption by Finance Manager.
- Implements established policies and procedures with guidance from Finance Manager and from Finance Controller; and according to directives from Tribal Council.
- Assist in monthly closing; quarterly closing; and year end closing.
- Assist with special projects as necessary.
- Comply with all safety, health and environmental policies, procedures and regulations are followed within the department.
- Ensure compliance with all Human Resource policies and procedures, promote an environment that treats all people with respect and prohibits discrimination and harassment of any kind.
- Works with auditors and submits work product to auditors on an as needed basis.
- Performs other duties as assigned by management.
- Must drive company vehicle or personal vehicle to conduct business on behalf of the Finance Department.

Reports To: Finance Manager

Starting Rate of Pay: \$60,320.00

Approximate Hours: 40+ hours per week

The Santa Rosa Rancheria Tachi-Yokut Tribe shall extend employment preference across all employment opportunities for qualified Native Americans in accordance with and subject to applicable law, including Title VI of the Federal Civil Rights Act, which recognizes Native American employment preference.

