



**TULE RIVER INDIAN TRIBE OF CALIFORNIA**  
340 North Reservation Road, Porterville, CA 93257

**JOB POSTING**  
*Open*

**Opening Date: 03/06/2025    Closing Date: 03/19/2025**

**Position Title:**        Staff Accountant

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**Department:**         Fiscal

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**Work Schedule:**     Monday-Friday 8:00AM-5:00PM (Hours May Vary)

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**Wage Rate:**         Pay Range 55: \$30.35-\$38.85/ Hr.  
Paid Bi-Weekly/ Overtime Eligible

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If you are interested in this position, please submit the following:

- Completed Application
- Bachelor's Degree in Accounting or a closely related field with a minimum of 24 units in Accounting.
- If claiming Tribal Preference please provide proof of Tribal Identification
- If claiming Veteran's Preference please attach DD214

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

**Submit To:**

Human Resources  
Tule River Indian Tribe of CA  
340 N. Reservation Rd.  
Porterville, CA 93257  
E-mail: [Teresa.Ceballos@tulerivertribe-nsn.gov](mailto:Teresa.Ceballos@tulerivertribe-nsn.gov)

**IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.**



# TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

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## JOB DESCRIPTION

POSITION: Staff Accountant

WORKSITE: Tule River Indian Reservation  
340 N. Reservation Rd.  
Porterville, CA 93257

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## GENERAL POSITION DESCRIPTION

Under the general direction of the Chief Financial Officer, this position will coordinate and perform professional and technical responsibilities related to the Tribe's financial operations; assist in maintaining control over fiscal information system by monitoring and analyzing financial records, prepare Federal, State and local grant reports, recommending accounting procedures and controls, preparing and interpreting monthly and annual financial reports and assuring that the Tribe is complying with Tribal, State and Federal policies, procedures and regulations, as well as Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) pronouncements.

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## QUALIFICATIONS:

1. Bachelor's degree in Accounting or a closely related field with a minimum of 24 units in Accounting.
  2. Must have at least 3-5 years experienced performing full accounting functions or 3 years of progressively responsible in governmental or nonprofit finance work.
  3. Prior experienced in Tribal Government environment is preferred.
  4. Strong Analytical and problem-solving skills including the ability to analyze and interpret laws, regulations, codes and ordinances to ensure appropriateness of financial transactions and accounting structure.
  5. Ability to plan, organize and coordinate workflow to meet deadlines, maintain efficient and effective working relationships with employees, Department heads, and the public.
  6. Ability to prepare and analyze complex financial reports, interpret accounting procedures, identify problems, research alternatives, and determine conclusions and recommendations.
  7. Strong attention to details and accuracy.
  8. Excellent communication and interpersonal skills.
  9. Must be able to handle extended hours when necessary.
  10. Must be familiar with MIP or other fund accounting software.
  11. Ability to handle and maintain confidential information.
  12. Must possess valid California Driver License and be Insurable by Tribe.
  13. Must successfully complete a background investigation and pre-employment drug screen.
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## ESSENTIAL DUTIES AND RESPONSIBILITIES:

Approved: 09/29/2023  
Revised:01/29/2025- Approved through Motion CPF 0058-2025

1. Responsible for recording daily transactions into accounting system, including accounts receivable, accounts payable, payroll, and other general ledger entries.
2. Applies accounting theory and principles, procedures, and reporting technique to ensure compliance with governing laws, rules, regulations, policies and procedures.
3. Consults with agency contact manager and Department heads for reporting requirements to ensure compliance with Federal, State, and Tribal policies or other special requirements.
4. Work closely with Department heads, Community Development Specialist and CFO to coordinate grant requirements and provide grant program support.
5. Prepare timely and accurate reconciliations of grant expenditures monthly, quarterly, yearly invoices and other reporting required by granting agency.
6. Prepares financial statements and reports such as Statement of Net Assets, Statement of Revenues and Expenditures, Schedule of Expenditures of Federal Awards and Statement of Cash Flows.
7. Calculates and proposes journal entries for indirect cost, deferred revenue and receivables and other liabilities.
8. Provides grant & contract financial reporting for Federal, State, local, and other funding sources.
9. Ensures compliance with the grant/contract agreement and all applicable Federal, State, and Tribal laws, OMB circulars or other applicable guidance.
10. Reconciles complex accounts, determines and identifies sources of errors or discrepancies and recommends corrective actions.
11. Prepares year-end accrual entries, adjustments, audit schedules and provide assistance for external auditors during the annual audit.
12. Attends grants meeting and job-related training, seminars or workshops.
13. Maintains and tracks records of company assets
14. All other duties assigned.

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**This position reports to:** Chief Financial Officer

**Salary Range:** Range 55: \$30.35-\$38.55/Hour  
Paid Bi-Weekly/Overtime Eligible

**Benefits:** Medical, Dental, Vision, Flexible Spending Plan, PTO & 401(K) participation.

**Working Hours:** 40+ Hours/Per Week  
8:00A.M. - 5:00 P.M. Monday-Friday- hours may vary as required

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**PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES IN ACCORDANCE WITH THE INDIAN PREFERANCE ACT (TITLE 25,U.S. CODE SECTION 472 AND 473).**