



**SUSANVILLE INDIAN RANCHERIA**  
745 Joaquin Street  
Susanville, CA 96130  
(530) 257-4921

**VACANCY ANNOUNCEMENT**

<b>OPENING DATE OF ANNOUNCEMENT:</b>	<b>November 4, 2024</b>
<b>CLOSING DATE OF ANNOUNCEMENT:</b>	<b>November 29, 2024</b>
<b>FIRST CUTOFF:</b>	<b>November 14, 2024</b>
<b>POSITION TITLE:</b>	<b>Accounting Specialist (LIHC)</b>
<b>SUPERVISES:</b>	<b>No</b>
<b>STARTING SALARY:</b>	<b>\$20.71 - \$25.88 - Depending upon experience and education.</b>
<b>GRADE:</b>	<b>10</b>
<b>FLSA STATUS:</b>	<b>Non-Exempt</b>
<b>NUMBER OF POSITIONS:</b>	<b>1</b>
<b>STATUS:</b>	<b>Permanent</b>
<b>HOURS:</b>	<b>Full Time</b>
<b>BENEFITS:</b>	<b>Highly competitive package <i>*See below</i></b>
<b>SUBJECT TO P.L. 101-630:</b>	<b>Yes</b>

**GENERAL STATEMENT OF RESPONSIBILITIES:**

The Accounting Specialist (LIHC) will be responsible for understanding Lassen Indian Health Center (LIHC) clinic processes, ensuring compliance to policies relating to accounting, performing internal audit functions for clinic accountability, and monitoring the clinic's general ledger for accuracy.

**SPECIFIC AREAS OF RESPONSIBILITIES:**

- Entering purchase orders in Microix.
- Calling in orders after approval of purchase orders.
- Auditing and tracking clinic purchase orders.
- Attaching packing slips and invoices when orders are received.
- Make the daily deposits and take them to the bank.

- Manage petty cash.
- Assist with the preparation for required audit processes.
- Review vendors and ensure that LIHC has contracts with approved vendors. Create a list of standard vendors for LIHC use.
- Other duties as assigned.

**KNOWLEDGE SKILLS AND ABILITIES:**

- A. Ability to understand and comprehend the different business and program activities of the tribal government and health clinic to support the compliance requirements for various agencies.
- B. Excellent written and verbal communication skills.
- C. Knowledge of governmental accounting standard board requirements.

**MINIMUM QUALIFICATIONS:**

1. Must have a high school diploma or equivalent from an accredited high school.
2. Must have a valid California driver's license or license from current residence state.
3. Must pass P.L. 101-630 background check.
4. Must pass a pre-employment drug test.
5. Must have a valid CPR card or be able to obtain one within ninety (90) days of hire.

**ADDITIONAL QUALIFICATIONS FOR THIS POSITION**

6. AA Degree or two (2) years of college preferred.
7. One (1) to three (3) years of accounting experience.
8. Two (2) years of experience in an office environment.
9. Must be proficient in Math, Excel, and Word.

## **WORKPLACE ENVIRONMENT:**

**1. PHYSICAL SAFETY:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending, carrying of light items, driving an automobile, etc. No special physical demands are required to perform the work.

**2. WORKING ENVIRONMENT:** Regular exposure to favorable conditions such as those found in a normal office.

## **PERFORMANCE EXPECTATIONS:**

- Uphold all principles of confidentiality.
- Adhere to all professional and ethical behavior standards.
- Interact in an honest, trustworthy and respectful manner with employees, visitors and vendors.
- Participate in departmental staff meetings, quality management activities, cultural and educational programs.
- Comply with policies and procedures.
- Display respect and understanding of Susanville Indian Rancheria's traditions and values.
- The way the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability.
- Any attitude or behavior that will tarnish the name or reputation of the Susanville Indian Rancheria will not be tolerated and is subject to disciplinary action.

## **PREFERENCE POLICY:**

1<sup>st</sup> Preference: Enrolled member of a Federally Recognized Tribe.  
2<sup>nd</sup> Preference: Documented proof of Veteran Status, i.e. DD-214, Veterans Benefit Card.  
3<sup>rd</sup> Preference: All other applicants.

## **SIR BENEFITS PACKAGE:**

The Susanville Indian Rancheria offers its full-time employees a highly competitive benefits package, including: annual cost-of-living increases (based on SSA COLA); eligibility for annual merit increases; twelve paid holidays; thirteen days paid sick leave; up to twenty-six days paid annual leave (depending on length of service); maternity leave; paternity leave; affordable group health, dental, vision, and life insurance; and 401(k) retirement plan.

## **HOW TO APPLY AND APPLICATION REQUIREMENTS:**

All applicants are required to submit a Susanville Indian Rancheria/ Lassen Indian Health Center application. Applications can be found on our website at: [www.sir-nsn.gov/human-resources/](http://www.sir-nsn.gov/human-resources/) (SIR – LIHC – Gaming Commission Application for Employment P.L. 101-630 Requirements) or picked up at 745 Joaquin Street, Susanville, CA.

Only **complete** applications will be considered. For your application to be considered complete you must attach the following:

1. Completed Susanville Indian Rancheria/Lassen Indian Health Center Application.
2. Copy of your High School Diploma **AND** College Degree or transcripts documenting your graduation or completion of your Degree.
3. Copy of your valid Driver's License.
4. Copy of any other certifications required.
5. Copy of Tribal Card, if claiming Indian Preference.
6. Copy of DD214 or other proof of Veteran status, if claiming Veteran's Preference.
7. **An additional statement on how you meet each Minimum and Additional Qualification and Knowledge, Skills and Abilities.**

Complete applications can be dropped off in person to the Human Resources Office at 745 Joaquin Street, Susanville, California, Monday through Friday from 8:00 am to 5:00 pm. They may also be emailed to [jrobles@sir-nsn.gov](mailto:jrobles@sir-nsn.gov) or faxed to (530) 251-1895 or mailed to the above address. All applications must be **received** by 5:00 pm Pacific Standard Time on the closing date of the announcement.