



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

**VACANCY ANNOUNCEMENT**

**OPENING DATE OF ANNOUNCEMENT:** November 4, 2024  
**CLOSING DATE OF ANNOUNCEMENT:** Opened Until Filled

**FIRST CUT-OFF DATE:** November 14, 2024  
**SECOND CUT-OFF DATE:** November 28, 2024  
**THIRD CUT-OFF DATE:** December 12, 2024

**POSITION TITLE:** Grants & Contracts Accountant  
**SUPERVISES:** No  
**STARTING SALARY:** \$32.83 - \$41.04  
**GRADE:** 15  
**FLSA STATUS:** Non-Exempt  
**NUMBER OF POSITIONS:** 1  
**STATUS:** Permanent  
**HOURS:** Full Time  
**BENEFITS:** Highly competitive package *\*See below*  
**SUBJECT TO P.L. 101-630:** Yes

**GENERAL STATEMENT OF RESPONSIBILITIES:**

Performs duties and responsibilities of compliance Accountant ranging from trainee to journey level competencies (See **(KNOWLEDGE, SKILLS, AND ABILITIES)** below) to ensure and support compliance with tribally enforced Tribal, State and Federal laws, regulations, rules, guidelines, policies, procedures, and program requirements and perform related work as required.

**SPECIFIC AREAS OF RESPONSIBILITIES:**

- Prepare Financial Status Report Forms for appropriate agency and funding sources according to grant and contract requirements.
- Maintain grant award files, contract records, and files for all funding agencies in Fund order as established.

- Prepare billing for appropriate signatures, request for payments and submit payment requests for all contract and funding agencies on a timely basis. Do drawdowns monthly.
- Assist Program Directors and Department Heads with preparation of contract applications and modifications with appropriate Federal, State, Indian Health Service (IHS), Bureau of Indian Affairs (BIA), Environmental Protection Agency (EPA), Housing and Urban Development (HUD), Department of Justice (DOJ), and all other granting agencies.
- Provide financial information to Federal and State agencies, Program Directors, Department Heads, and other authorized staff upon request.
- Prepare documents, files, etc. as requested by independent auditors during annual audit.
- Assist Program Directors and Department Heads with any questions related to the program funds.
- Assist Program Directors and Department Heads with budget changes and post changes to MIP.
- Develop contractual terms and conditions associated with Tribe Programs, Services, Functions, and Activities (PSFA) that are implemented in contractual agreements.
- Prepare quarterly and yearly SF 425 (Financial Status Report) for all grants and contracts.
- Conduct internal program implementation assessment to ensure financial, procurement, property control and programmatic requirements are enforced.
- Monitor grant budgets monthly and ensure expenses are not over or under budget. Inform Program Managers and Department Heads if budget is overspent.
- Prepare grants and contract documents (i.e., pre-award, post-award, and close-out documentation), administrative appeal packages, formal citations or rebuttals, audit recommendations, position papers and other material for use in administrative proceedings both internal and external or compliance actions.
- Assist in annual audit.
- Facilitates the preparation and submission of grant reimbursement draw request to the awarding agency in a timely manner.
- Facilitates the preparation and submission of all grants required reports and close out arrangements with granting agencies in accordance with the terms of the grant agreements.
- Other duties as assigned.

### **KNOWLEDGE SKILLS AND ABILITIES:**

- A. Extensive computer skills including Microsoft Word, Excel and working knowledge of accounting systems.
- B. Knowledge of administrative and common law, or financial and program management as it pertains to the grant program to which assigned.
- C. Knowledge of investigative or auditing techniques as they apply to the program to which assigned.
- D. Knowledge of specific laws, federal and state administrative procedures and program guidelines, as well as established precedents applicable to the department implementing the grant and contractual requirements.
- E. Knowledge of appeal rights and remedies as set forth in pertinent laws and administrative rules and regulations of the Federal and/or State awarding agencies.
- F. Ability to communicate technical information effectively, orally and in writing, regarding grants and contracts reporting matters.
- G. Ability to provide advice and recommendations to department staff as necessary.

### **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. Bachelor of Science Degree in Accounting, Business Administration, or any related business field of study and two (2) years of experience in Grants Management.
- 7. Five (5) years of experience in closely related work which involved:
  - a. preparing interpretative or administrative orders, rules, or regulations which have the effect of law; or

- b. interpreting and enforcing Federal or State laws governing Federal and State program administration; or
  - c. drafting, negotiating, or examining contracts or related documents required to implement the Programs, services, functions, and activities as specified by the grant or contract award documentation.
8. Knowledge of Uniform Guidance.
  9. Experience as a supervisor or manager.
  10. Certified Public Accountant (CPA) or certified government financial manager is preferred.

### **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:**

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|-----------------------------|---|
| 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.