SUSANVILLE INDIAN RANCHERIA
745 Joaquin Street
Susanville, CA 96130
(530) 257-5371

VACANCY ANNOUNCEMENT

OPENING DATE OF ANNOUNCEMENT:	**October 28, 2026**
CLOSING DATE OF ANNOUNCEMENT:	**November 6, 2026**
POSITION TITLE:	**Accounting Specialist (Travel Credit Card and Voyager Credit Card)**
SUPERVISES:	**No**
STARTING SALARY:	**$22.40 – 27.99 per hour, depending on experience**
GRADE:	**10**
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:

This position implements the established financial and accounting policies and procedures of the Susanville Indian Rancheria. This position reconciles the Travel Credit Card and Voyager Credit Card statements with the General Ledger.

SPECIFIC AREAS OF RESPONSIBILITIES:

- Monitors status 4 and 6 in Microix daily, ensuring employee's charges to Travel and Voyager Credit Cards are entered correctly with all receipts attached.
- After reviewing all Travel and Voyager Credit Cards entered in Microix, completed ones are transferred over to a cash disbursement batch.
- Downloads Travel and Voyager Credit Card statements and posts charges monthly.
- Reconciliation of Travel and Voyager Credit Cards by verifying that all credit card transactions were entered in Microix with all receipts attached. Departments will enter their charges to the credit card.

- Follows-up on missing receipts by email, phone, or office visit. Do not wait too long from unresponsive credit card users. If not getting replies, include the department's supervisor and the Controller and Chief Financial Officer in the third e-mail.

- Check all AP and Payroll Checks that cleared the bank monthly in MIP in preparation for Bank Reconciliations.

- Assist in planning, coordinating, and preparing for audit by pulling back-ups for accounts payable, accounts receivable, grants and contracts.

- Assist in alerting the department when order arrives at the Fiscal Office and have them pick up their order.

- Monitor inventory of office and kitchen supplies and add to "list to order' as needed.

- Maintain employee confidentiality at the fiscal office.

- Assist with the preparation for required audit processes.

- Other duties as assigned.

KNOWLEDGE SKILLS AND ABILITIES:

A. Knowledge of governmental accounting programs.

B. Ability to understand and comprehend the different business and program activities of the tribal government to support the compliance requirements for various agencies.

C. Must have excellent written and verbal communication skills.

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. An Associate 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 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:

1st Preference:	Enrolled member of a Federally Recognized Tribe.
2nd Preference:	Documented proof of Veteran Status, i.e. DD-214, Veterans Benefit Card.
3rd 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; eligibility for annual merit increases; sixteen 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/ (SIR – LIHC – Gaming Commission Application for Employment P.L. 101-630 Requirements) or picked up at 745 Joaquin Street, Susanville, CA. Resumes in addition to the Application is encouraged but not mandatory.

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/or** 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. **In additional we encourage you to provide a statement on how you meet each Minimum and Additional Qualifications 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 ewadley@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.