

**CHER-AE HEIGHTS INDIAN COMMUNITY  
OF THE TRINIDAD RANCHERIA  
Job Description**

**Job Title:** Staff Accountant  
**Department:** Fiscal Department  
**Reports To:** Deputy Chief Financial Officer (Deputy CFO)  
**FLSA Status:** Exempt  
**Prepared by:** Chief Financial Officer  
**Approved By:** Jacque Hostler-Carmesin  
**Approved Date:** April 23, 2025

**POSITION SUMMARY:**

The Staff Accountant plays a vital role in supporting the Chief Financial Officer (CFO) and Deputy Chief Financial Officer (Deputy CFO) with fund accounting, budgeting, and compliance with policies and procedures. This position is responsible for a variety of accounting tasks including: Grant fund accounting, tracking fixed assets, managing cash receipts, processing cash transfers, payments and reports to Tribal members and monthly reconciling of enterprise accounts. Additional duties may include grant reporting and data processing, excel spreadsheet tracking, updating daily logs assigned as needed, and document filing. The Staff Accountant also assists with processing of per capita, membership reports, and tax reporting, as well as assisting in the maintenance of files for all payments for grants, contracts and payments made to vendors of the Trinidad Rancheria and Seascap Restaurant/ Pier. This position requires cross training with other Fiscal functions such as Accounts Payable, Purchase Orders, and Payroll to ensure accuracy and continuity of operations within the Finance Department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Prepare, obtain required signatures for posting journal entries and properly file journal entries for both Trinidad Rancheria and Seascap Enterprise.
- Assist Deputy CFO with accounting oversight of all Federal, State Grant and local grant fund tracking, including review of all grant expenditures, ensuring the conditions of the grants are being met, and ensuring that the procurement requirements are being followed.
- Assist Deputy CFO with preparation of Bank Reconciliation for Trinidad Rancheria and Seascap bank accounts.

- Review and stamp all paid invoices for completeness of all signatures prior to filing in vendor files. Maintain accounts payable records inventory of fiscal files located in records storage warehouse.
- Reconcile Seascope daily revenues and complete reports for each entity as required. Investigate cash shorts/overages and report discrepancy to management.
- Post daily cash receipt/cash transfer as needed into the system. Receipts to be reviewed and coding approved by CFO or Deputy CFO.
- Organize and prepare data for processing per capita payments and scan and save all data electronically and hard copy documents in binders.
- Assist Deputy CFO with posting and tracking of Minor Reserve records, which includes posting revenues and interest monthly to individual minor member records and tracking on spreadsheet and on accounting software.
- Assist in yearend processing of tax reports for vendors and Tribal members.
- Cross training of all data entry of accounts payable, purchase orders, credit card reconciliations, accounts payable filing.
- Cross training of Payroll data entry, timesheet tracking, garnishment tracking, vacation and holiday accrual tracking, taxes and reporting.
- From time to time, the Fiscal team is requested to work on various projects and activities as assigned.
- Assist in planning, meetings, and maintaining documents of staff meetings. Attend department meetings as needed.

## **COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following competencies

- **Analytical** - Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs workflows and procedures.
- **Problem-Solving** - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem-solving situations; uses reason even when dealing with emotional topics.
- **Communication** - Effectively communicates thoughts and ideas to team and leaders; requests assistance as needed.

- **Project Management** – Works within project plans; coordinates with team; communicates changes and progress; completes projects on time; assists team in project activities.
- **Decision-making** - Displays willingness to make decisions; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- **Planning/Organizing** - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; develops realistic action plans.
- **Professionalism** - Approaches others in a tactful manner; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments; works well with a team and independently.
- **Adaptability** - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- **Attendance/Punctuality** - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each job duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

**Education and Experience:**

- High School Diploma or equivalent required.
- Higher education in business or accounting courses is preferred.
- Must have five (3-5) years on the job experience in accounting/bookkeeping or administrative related field.
- General Ledger, Payroll, Accounts payable/receivable data entry experience preferred.
- Familiarity with grant fund accounting is desirable.
- Working knowledge of Computer programs such as Excel, Word, and Outlook.
- Ability to follow directions, written or verbal.
- Ability to type, run a 10 key, prepare spreadsheets, and draft memos and letters.
- Must be able to travel to trainings and meetings out of the area.

**Ability to:**

- Read, analyze, and interpret grant awards, federal and state requirements and conditions, spreadsheets, charts and graphs.
- Write reports, create spreadsheets and charts, and or logs.
- Effectively present information and respond to questions from groups of managers, Tribal Council, Community Council, customers, and the general public.

**Other Qualifications**

- Must possess a valid California Driver's License and be insurable under Tribal Insurance Policy.
- Must pass pre-employment drug and alcohol screening, as well as Tribal background check.
- Must be able to travel 10% of the time.
- Indian Preference for qualified applicants.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include ability to adjust focus.

**ENVIRONMENTAL ELEMENTS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate, performed indoors in an office setting.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_