PECHANGA INDIAN RESERVATION

Temecula Band of Luiseño Mission Indians

Post Office Box 1477 • Temecula, CA 92593
Telephone (951) 770-6000 Fax (951) 695-1778

Tribal Chairman:
Mark Macarro

Council Members:
Raymond J. Basquez, Jr.
Catalina R. Chacon
Corrina R. Garbani Sanchez
Marc Luker
Robert "R.J." Munoa
Russell "Butch" Murphy

Tribal Secretary:
Louise Burke

Tribal Treasurer:
Robyn Delfino

JOB ANNOUNCEMENT

POSITION:	Accounting Manager
STATUS:	Exempt
CLASSIFICATION:	Full-Time
DEPARTMENT:	Finance
SUPERVISOR:	Director of Finance
FILING DEADLINE:	Until Filled
RATE OF PAY:	DOE

SUMMARY:

The Accounting Manager functions under the general supervision of the Director of Finance. This position oversees the payroll, accounts payable and accounts receivable and general ledger functions of the Finance Department. The Accounting Manager coordinates the budget process, annual audit and financial reporting. Perform accounting analysis tasks of a complex nature. This position is expected to independently perform a full range of advanced level accounting duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage and oversee the daily operations of the Finance Department.
- Manage employees responsible for accounts payable/receivable, cash receipts, general ledger, payroll, utilities, capital asset activity, monthly closing entries, and account reconciliations.
- Prepare and submit year-end payroll filings and Form 1099-Misc.
- Ensure quality control over financial transactions and financial reporting.
- Coordinate and complete annual financial statement and Single Audits.
- Coordinate and complete annual government-wide operating budgets.
- Perform grant administration. Prepare and submit financial reports to the appropriate Federal agencies. Request drawdown of grant funds on a quarterly basis.
- Establish and maintain systems and controls that verify the integrity of all systems, processes and data.
- Produce accurate and clear monthly, quarterly and annual financial statements and ad hoc financial reports.
- Ensure compliance with relevant laws and regulations and integrity of financial data.
- Determine impact on accounting principles and recommend changes where appropriate.
- Conform with and abide by all regulations, policies, work procedures and instructions.
- All other job related duties and projects as assigned.
- Must adhere to all policies and procedures of the Pechanga Tribal Government.
- The duties and responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. However, as permitted by applicable law, the Pechanga Tribal Government will at all times and for all positions give hiring, transfer, and promotion preference to qualified applicants in the following order: 1) Pechanga Band of Luiseno Mission Indians Members; 2) Pechanga Band of Luiseno Mission Indians Spouses; 3) Other American Indians; and 4) all others. At-Will Employment: Employment with the Pechanga Tribal Government is at will and for definite period. The employment relationship may be terminated at any time by the employee or the Tribal Government for any or no reason and with or without prior notice. Drug Testing: The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. Background Investigation: All candidates and employees may be subject to a background investigation.

duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

SUPERVISORY RESPONSIBILITIES

This role includes supervisory duties for the Finance department. You will carry out supervisory responsibilities in accordance with the Pechanga Tribal Government policies and procedures and applicable laws. Provide training and direction to the Finance department staff; to ensure that the duties, responsibilities, authority, and accountability are clearly defined and fully understood. Responsibilities will include but are not limited to the following:

- Planning, assigning and directing work
- Appraising performance
- Addressing complaints and resolving problems.

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- 5+ years of professional accounting experience.
- Bachelor's Degree from an accredited College or University or equivalent in Accounting, Finance, Business Administration or closely related field.
- Supervisory experience strongly preferred.
- Proven and thorough knowledge of the principles and practices of governmental accounting and financial reporting of government agencies.
- Proven and thorough knowledge of automated accounting and financial reporting systems, spreadsheets and PC applications.
- Certified Public Accountant (CPA) license preferred.
- Strong understanding of GAAP and GASB preferred.
- Experience with grant writing, administration and reporting of results to funding agencies preferred.
- Proficiency with MS Word, Access, Outlook and PowerPoint with a high level of proficiency in MS Excel.
- Must have solid experience working with Accounting Software, preferably MIP
- Skill in operating 10-key by touch.
- Excellent customer service skills and the ability to deal courteously and effectively with the public and a multi-cultural environment required.
- Ability to maintain strict office confidentially and integrity when maintaining all financial records.
- Must possess strong organizational skills, including records and time management.
- Must have excellent attention to detail and accuracy.
- This position must comply with the Pechanga Tribal Government's Drug-Free Workplace Policy. This includes: pre-employment testing, post-accident or injury, and random testing.
- Must successfully pass a pre-employment background investigation.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of governmental fund accounting.
- Knowledge of operating and capital budget concepts.
- Knowledge of Federal Grants, including OMB Uniform Guidance for Federal Awards.
- Knowledge of accounting principles and practices, banking and the analysis and reporting of financial data.

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. However, as permitted by applicable law, the Pechanga Tribal Government will at all times and for all positions give hiring, transfer, and promotion preference to qualified applicants in the following order: 1) Pechanga Band of Luiseno Mission Indians Members; 2) Pechanga Band of Luiseno Mission Indians Spouses; 3) Other American Indians; and 4) all others. At-Will Employment: Employment with the Pechanga Tribal Government is at will and for definite period. The employment relationship may be terminated at any time by the employee or the Tribal Government for any or no reason and with or without prior notice. Drug Testing: The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. Background Investigation: All candidates and employees may be subject to a background investigation.

- Knowledge of business and management principles involved in strategic planning, resource allocation, leadership technique, production methods, and coordination of people and resources.
- Knowledge of auditing practices and principles.
- Knowledge of applicable laws, codes and regulations.
- Must possess strong organizational skills and be able to maintain detailed records.
- Must have good judgment and problem-solving skills.
- Ability to learn and retain complex information.
- Ability to maintain strict confidentially.
- Ability to perform complex accounting activities independently.
- Ability to coordinate, analyze and reconcile complex financial data and transactions.
- Ability to prepare clear and concise financial reports.
- Ability to effectively manage and supervise employees, including guidance and assistance, when needed, for problem solving.
- Ability to communicate effectively verbally and in writing.
- Ability to identify a problem and provide analysis and solutions.
- Ability to identify the developmental needs of others and coach, mentor, or otherwise help others to improve their knowledge or skills.
- Ability to develop constructive and cooperative working relationships with others, and maintain them over time.
- Ability to work independently, with minimal supervision, and as part of a team.
- Must be able to communicate and escalate issues as needed throughout the organization.
- Must use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

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 frequently required to sit, and talk or hear. They must be able to speak the English language, speak clearly so listeners can understand and understand the speech of another person. The employee is often required to use hands and fingers to calculate numbers using 10 key keypad and handle, feel or grasp objects; as well as reach with hands and arms. The employee is often required to enter data into a computer terminal, PC, or other keyboard device requiring continuous or repetitive arm-hand-eye movement. The employee must occasionally lift and/or move up to 30 pounds and occasionally stand on step ladders.

This is largely a sedentary role that includes sitting for extended periods of time; however, handling and managing documents and files is required. This would require the ability to lift files, open filing cabinets and bend, stoop or stand as necessary.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is required to be able to

see the differences between colors, shades and brightness and be able to see details that are less than a few feet away.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

This job operates in an office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The noise level in the work environment is usually quiet while in the office and moderately noisy during events, and when outdoors.

APPLICATIONS ARE AVAILABLE AT:
PECHANGA GOVERNMENT CENTER
12705 PECHANGA ROAD TEMECULA, CA 92592
WWW.PECHANGA-NSN.GOV

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. However, as permitted by applicable law, the Pechanga Tribal Government will at all times and for all positions give hiring, transfer, and promotion preference to qualified applicants in the following order: 1) Pechanga Band of Luiseno Mission Indians Members; 2) Pechanga Band of Luiseno Mission Indians Spouses; 3) Other American Indians; and 4) all others. At-Will Employment: Employment with the Pechanga Tribal Government is at will and for definite period. The employment relationship may be terminated at any time by the employee or the Tribal Government for any or no reason and with or without prior notice. Drug Testing: The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. Background Investigation: All candidates and employees may be subject to a background investigation.