

# JOB ANNOUNCEMENT

**Title:** Accounting Manager

**Requisition Num.:** 023-2022

**Open Date:** 03/16/2023

**Closing Date:** Until Filled

**Department:** Finance

**Classification:** Full-Time /Exempt

**Salary:** Commensurate with Experience

**Location:** Valley Center, CA

## Rincon Band of Luiseño Indians

### Contact Us:

One Government Center  
Lane

Valley Center, CA 92082

Phone: (760) 749-1051

Hours: 8:00 am – 4:30 pm

Monday - Friday

[www.rincon-nsn.gov](http://www.rincon-nsn.gov)



**Opportunity:** Under the direction of the Finance Director, this position will manage fiscal accounting and auditing systems, develop financial contract specifications and requests for proposals; make budgetary and statistical evaluations and analyses; to supervise the preparation of a variety of complex records and reports; and to do other related work as required. Responsibilities also include performing audits of financial transactions and the production of reports related to federal and private grants or requests from outside entities such as auditors, legislative bodies, or the public. This person will conduct business in a professional and cordial manner that will uphold the integrity and reputation of Rincon. This position maintains a thorough working knowledge of and adheres to tribal policies, regulations, and procedures.

### JOB RESPONSIBILITIES

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Plans, organizes, directs, and coordinates a staff engaged in accounting, auditing, budgetary, purchasing and statistical work of the Department.
- Trains staff and evaluates performance; provides consultation, advice, and guidance on difficult technical accounting problems;
- Prepares or assists in preparing the Department's budget by assembling and directing the compilation of financial data;
- Reviews and presents monthly financial and statistical analyses on status of funds showing expenditures, balances, and relationship to grants via Department intranet;
- Studies and evaluates account-keeping procedures of the Department and develops and installs new and improved and/or automated systems designed in accordance with modern accounting principles and practices;
- Evaluates adequacy of fiscal controls in accurately reflecting actual fiscal condition of operations and modifies controls to meet record keeping need;
- Reviews laws, legislation, and policies to assure compliance and to determine impact on accounting procedures, and recommends changes where appropriate;
- Prepares request for grant proposals; develops contract specifications in coordination with effected Department Head and counsel;

## 2 Job Announcement, Cont'd. – Accounting Manager

### To Apply:

Employment with the Rincon Band of Luiseño Indians begins by filling out an application and resume and turning it in to the Human Resources Department at the Government Center, or emailing it to [jobs@rincon-nsn.gov](mailto:jobs@rincon-nsn.gov).

To work for the Rincon Tribe, you minimally need:

- High School Diploma or GED
- A valid California driver's license

**Applications which are not completely filled out will not be considered.**

### Preference:

Tribal preference will be given to eligible Rincon Tribal Members who meet the minimum qualifications. Background investigation drug and alcohol screening are required as a condition of employment. Rincon Band of Luiseño Indians is an equal opportunity employer.

### JOB RESPONSIBILITIES CONT'D

- Coordinates all purchasing transactions through subordinate staff; coordinates the work of subordinate staff with other sections, departments, or outside fiscal intermediaries; serves as liaison to and coordinates accounting practices with the independent audit team.
- Attends and participates in management staff meetings concerning programs related to fiscal and accounting functions; confers with county, state, and federal officials;
- Reviews and dictates correspondence and reports.
- Maintains a good working relationship with other program managers and staff.

### OTHER DUTIES

- Assist in the promote staff development, coaching, and team building.
- Provide continuous feedback to management to improve the quality of the Finance Department.
- Adhere to and promote a “customer service” model of interaction with other departments.
- Demonstrates an awareness and appreciation of the cultural diversity of the community.
- Handle all confidential and proprietary information in accordance with policies and procedures.
- Ability to multi-task while maintaining vigilant attention to detail.
- Attends required meetings and trainings.
- Maintain a clean and safe working environment.
- Adhere to safety standards and regulations of the Tribal Council.
- Perform other related duties as required.

### JOB QUALIFICATIONS

#### Education/Experience and/or Training:

- Bachelor's Degree in accounting or other related degree.
- Three years of experience as a professional accountant including one year in governmental accounting and one or more years in a successful supervisory or lead capacity over other professional accountants. CPA highly desired.
- Ability to objectively coach employees and management through complex, difficult, and emotional issues.

#### Licenses or Certifications:

**The following license and certification are required to be maintained throughout employment and are not subject to waiver:**

- Valid California Driver's License. Must maintain a satisfactory driving record with the DMV.

#### Work-Related Knowledge:

- Knowledge of the theory principles, and practices of general and governmental accounting, budgeting; state and local codes, rules, and regulations that influence fiscal operations; the methods of developing systems forms for various types of accounting records and reports; of data processing systems and their application to accounting administration and purchasing.
- Knowledge in principles and practices of management and supervision

### 3 Job Announcement, Cont'd. – Accounting Manager

#### Work-Related Knowledge Cont'd:

#### Selection Process:

All applications will be reviewed and the most appropriately qualified individuals will be invited to continue in the selection process. The process may include a written and/or oral examination to assess job related education, experience and training.

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**Resumes will not be accepted in lieu of completed application forms, but may be attached.**

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- Excellent interpersonal skills, ability to communicate effectively both orally and in writing; be able to establish and maintain effective working relationships.
- Strong organizational skills and the flexibility and ability to manage time and multiple tasks with little supervision.
- Proficiency with all current Microsoft Office programs as well as any other software programs, online communication platforms and other technology necessary to perform the job.
- Successful applicants will be a creative thinker, an energetic self-starter who enjoys new challenges and are able to function comfortably in a fast-paced team environment or independently.

#### Benefits

The Rincon Band of Luiseño Indians offers a comprehensive and competitive benefit package for full-time and qualifying part-time employees. Benefit include the following:

- Health & Wellness Coverage: Medical, dental and vision coverage
- Generous Paid Time Off (PTO) Accrual
- Holidays: Full-time employees and qualifying part-time employees are eligible for eleven (11) full paid holidays, and four (4) half day (4 hours) paid holidays.
- Comprehensive Annual Performance & Merit Reviews
- Job Training based on Business Needs
- Life and Long Term Disability: \$100,000 employer paid Life Insurance and Long Term Disability
- Flexible Spending Accounts: Healthcare and Dependent care reimbursement accounts
- Supplemental Life and Accidental Death and Dismemberment (AD&D) Insurance
- Supplemental Coverage: Disability, Accident, Cancer, Life and Hospital Confinement
- Retirement: 401(k) retirement plan with a generous employer match
- Company Events: Rincon Tribal Government holds great social events for employees and occasionally raffle many prizes.

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#### Rincon Tribal Government – Core Values

*Trust*

*Integrity*

*Open and Honest Communication*

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