



VACANT POSITION

The Hoopa Valley Tribe is accepting applications to fill the following vacant position:

Senior Bookkeeper

The Hoopa Roads, Aggregate & Ready-Mix is seeking applicants to fulfill a Regular F/T position; Salary \$20.00 to \$45.00/hr. DOE; 40 hrs./week, Monday through Friday. This position applies principles of accounting to analyze financial information and prepare financial reports and performs general accounting duties of a technical nature and maintains subsidiary ledgers and schedules for Enterprise funds. Oversees Quickbooks accounting system, office system, procedures and daily routines. Assists Roads Director with planning and budgeting, designs and monitors cost accounting systems. Organizes special projects with staff. Reviews all accounting procedures.

QUALIFICATIONS: Must have at least 3yrs of progressive accounting/financial experience, 3 yrs. of experience working with and managing Quickbooks accounting system, 2 yrs. of experience applying cost accounting principles in a manufacturing or construction environment. 2 yrs. of experience in fund accounting, 3yrs. of experience in developing and managing budgets, 3 yrs. of experience managing, training and reviewing employees. Must supervise clerical staff/office staff in accordance with organizations policies and applicable laws. Must possess valid California Driver's License and be insurable by the Tribe. Applicant will be subject to a background check. This position is classified as safety-sensitive.

DEADLINE: November 13, 2015.

Submit applications to the Human Resources Department, Hoopa Valley Tribe, P.O. Box 218, Hoopa, CA 95546 or call (530) 625-9200 ext. 15. The Tribe's Drug and Alcohol Policy and TERO Ordinance apply.

