

36970 Park Ave
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Ajumawi • Aporige • Astariwi • Atsugewi • Atwamsini • Hammawi • Hewisedawi • Illmawi • Itsatawi • Kosalektawi • Madesi

Mickey Gemmill Jr. Tribal Chairperson	Lawrence Cantrell Tribal Vice Chairman	Faith Santillan Tribal Secretary	Brandy McDaniels Tribal Treasurer	Charles White Tribal Administrator
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The Pit River Tribe is a Tribe comprised of eleven (11) autonomous bands that since time immemorial have resided in the area known as the 100-mile square, located in parts of Shasta, Siskiyou, Modoc, and Lassen Counties in the State of California.

Job Description

Position Job: General Ledger and Fund Accountant
Department: PRT Finance
Reports To: Chief Financial Officer
Status: Non- Exempt Fulltime Permanent
Annual Salary Range: \$18.00-\$22.00/HR DOE

SUMMARY:

Responsible for properly performing all financial activities related to the General Ledger and Fund Accounting in the PRT Finance Department, in accordance with established policies, procedures and controls.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Reconciles all balance sheet accounts in a timely, effective manner.
- Prepares and distributes daily Cash Report.
- Enters information into the General Ledger Accounts Journal.
- Balances fixed assets accounts.
- Transfers cash from bank accounts as necessary; makes bank deposits.
- Prepares monthly financial analysis of General Ledger Accounts for Controller.
- Facilitates the flow of information, by attending regularly scheduled departmental meetings.
- Held accountable, to a high degree, for the accuracy and thoroughness of departmental records and reports.

- Responsible for maintaining a consistent, regular attendance record.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential 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 essential functions.

EDUCATION and/or EXPERIENCE:

AA or Bachelor's degree in Accounting or related area from a four-year college or university, and three years general ledger or tax accounting.

SPECIAL QUALIFICATIONS:

Must possess effective communication and organizational skills. A minimum of one-year experience in General Ledger Accounting, with concentration on balance sheet account reconciliation, fixed assets, financial analysis and spreadsheet creation, required. Must be computer-literate

LANGUAGE SKILLS:

Ability to read, analyze, and interpret the most complex of documents, such as technical journals, financial reports and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information in one-on-one and small group situations.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY:

Ability to apply commonsense understanding to carry out a variety of instructions furnished in oral, written or diagram form.

PHYSICAL DEMANDS:

While performing the duties of this job, the Employee is regularly required to talk or hear. The Employee is also regularly required to stand; walk; sit; and use hands to finger, handle, or feel objects, tools or controls. The Employee is occasionally required to reach with hands and arms, and to sit; climb or balance; and stoop, kneel, crouch or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The Employee is regularly exposed to risk of radiation (from computers), as a great deal of the workday is spent working on spreadsheets or inputting data into the computer system. The noise level in the work environment is usually moderate

Indian Preference: Preference will be given to qualified Native American's under the Federal Indian Preference Act (43 CFR 17.3 (d)). Applicants claiming Indian Preference must submit verification of Indian certification by tribe or affiliation or other acceptable documentation of Indian heritage.

Equal Opportunity Statement: *The Pit River Tribe is an Equal Opportunity Employer and is committed to providing a workplace environment free of discrimination. The Tribe will not hire, discharge, or in any other way discriminate against an employee in compensation, working conditions or any other terms or benefits of employment because of the employee's race religion, color, national origin, sex, age, citizenship, ancestry, physical or mental disability, medical condition, marital status, sexual orientation, or any other non-merit factor. The Tribe shall, however, exercise a policy of Tribal Indian preference as provided in Personnel Policy No. 3 – Recruitment and Hiring.*

Knowledge of Pit River Tribe: this position requires an awareness and deep appreciation of the Pit River Tribe Indian Tradition, customs and socioeconomic need. It requires the ability at all times, to meet and deal effectively in contacts with Indian people and organizations. This requires tact, courtesy, confidentiality, discretion, resourcefulness and good judgment in handling sensitive issues.

Other duties as assigned: The Pit River Tribe (PRT) position description is a management tool to help organize duties and provide employees with the employer's expectations with regard to the specific job classification. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is a reasonable assignment for the position.

Questions Contact: Please send resume, cover letter and certifications to:

Elizabeth Asahi Sato, HR Director

Human Resources Department

36970 Park Avenue

Burney, California 96013

(530)335-5421 ext.1208

(530)335-3140 Fax, HR@pitrivertribe.org

<http://pitrivertribe.org/>

Current Posting: 7/30/2018

Deadline: 8/10/2018 by 5:00pm