

Pit River Tribal Office
36970 Park Ave
Burney, CA 96013
www.pitrivertribe.org



Human Resources Dept.
Toll Free: 1-877-279-9097
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Ajumawi • Aporige • Astariwi • Atsugewi • Atwamsini • Hammawi • Hewisedawi • Illmawi • Itsatawi • Kosealekte • Madesi

Agnes Gonzalez	Mickey Gemmill Jr.	Tracy Eleck	Brandy McDaniels	Lawrence Cantrell	Jolee George
Tribal Chairperson	Tribal Vice Chairman	Tribal Secretary	Tribal Treasurer	Sergeant-At-Arms	Recording Secretary

Job Announcement

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. To learn more please visit our website at <http://pitrivertribe.org/>

Position Title: General Ledger Fund Accountant
Department: Finance
Reports to: Chief Financial Officer
Classification: Non-Exempt/Full Time
Pay: \$18.00-\$22.00 hourly DOE
Benefits: The Pit River Tribe offers a full Healthcare (medical-dental-eye-life) package after successful completion of 90-day probation, F/T employees may accrual and personal and sick leave and eleven paid holidays

Position 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:

Because of the tribe's commitment to community service and the wellbeing of its members, each employee may be expected to perform a wide range of office duties. Such duties may or may not be related to their responsibilities; specific duties include:

- 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.

Key Skills and Knowledge:

- Fund Accounting
- MIP Software
- GAAP
- Tribal Government accounting practices

Qualifications:

- 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

Requirements:

- Must possess a California driver's license, a good driving record, and be insurable by the PRT insurance carrier.
- Adhere to all PRT policies
- Must successfully pass a pre-employment drug and alcohol screening and be willing to submit to a criminal background check.

Indian Preference: Pit River Tribal Member and Indian 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. Note: 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 communicating and engaging Native people and tribal organizations. This requires tact, courtesy, confidentiality, discretion, resourcefulness and good judgment in handling sensitive issues.

The Pit River Tribe (PRT) job 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.

Applications and Job descriptions: can be downloaded from the Pit River Tribe website at <http://pitrivertribe.org/tribal-employment/> or from the HR Department at Tribal Administration. All applications must be completely filled out, legible and with reliable contact information including your email address if available. Incomplete applications will not be considered. For supervisory, management or Director positions it is helpful to include a current resume and cover letter articulating why you would like to work for the Pit River Tribe and how you feel you can best serve in the position opening.

Contact:

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Burney, California 96013
(530)335-5421 ext.1210 or 1208
(530)335-3140 Fax
HR@pitrivertribe.org
<http://pitrivertribe.org/>

HR use only below

Posted: 4-17-2019
Deadline: **4-26-2019 by 5:00pm**