

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



Human Resources Dept.
Toll Free: 1-877-279-9097
Phone: 1(530)335-5421 ext. 1210
Fax: 1(530)335-3140

Ajumawi • Aporige • Astariwi • Atsugewi • Atwamsini • Hammawi • Hewisedawi • Illmawi • Itsatawi • Kosealekte • Madesi

Agnes Gonzalez
Tribal Chairperson

Mickey Gemmill Jr.
Tribal Vice Chairman

Tracy Eleck
Tribal Secretary

Brandy McDaniels
Tribal Treasurer

Charles White
Tribal Administrator

Position Description

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

Introduction:

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

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.

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

Note: This position requires an awareness and deep appreciation of Indian traditions, 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, discretions, resourcefulness, and good judgment in handling sensitive issues.

The Pit River Tribe is an Equal Opportunity employer and actively encourages application from all persons regardless of race, color religion, sex, age, national origin, marital status, or ancestry, sexual orientation, sensory, mental, physical, or other non-disqualifying disability. Native Preference: Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25, US Code, Chapter 14, Sub Chapter V, Section 472 & 473).

Acknowledgement: This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the right to add, modify, or exclude any essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

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. 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 contacts with Indian people and organizations. This requires tact, courtesy, confidentiality, discretion, resourcefulness and good judgment in handling sensitive issues.

Contact:

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<http://pitrivertribe.org/>

Posted: 07/31/2019

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