

**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

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

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Agnes Gonzalez  
Tribal Chairperson

Mickey Gemmill Jr.  
Tribal Vice Chairman

Tracy Eleck  
Tribal Secretary

Brandy McDaniels  
Tribal Treasurer

Charles White  
Tribal Administrator

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### Position Description

**Position Job:** Finance Coordinator  
**Department:** PRT Finance  
**Reports To:** Chief Financial Officer  
**Status:** Salary Exempt Fulltime Permanent  
**Annual Salary Range:** \$18.00-\$25.00/HR DOE

#### SUMMARY:

In the absence of the CFO, the Finance Coordinator is responsible for coordinating and managing all functions pertaining to the PRT Finance Department, in accordance with the established policies, procedures and controls of the Tribe. This is an emerging leadership role and the candidate must possess a professional desire to be mentored, trained and expand both finance and management capabilities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Collaborate in forecasting and assist in preparation of accounting reports, budgets, etc., on a timely basis.
- Knowledge of local jurisdiction gaming laws (federal, state, etc.) and attendant regulations as well as the Company's internal controls, policies and procedures.
- Assists with the preparation and distribution of monthly financial statements.
- Ensures the integrity of all financial data produced by the department.
- Monitors all financial activities, to ensure that all applicable laws, rules, regulations and controls of the company, the Federal and State Tax Commissions, and the Gaming Commission are enforced.
- Reviews daily financial reports to verify accuracy.
- Assists the Controller, by interviewing, selecting, training, scheduling, evaluating, promoting, disciplining and terminating Employees, as needed.
- Reviews departmental reports, addressing potential conflicts and/or misinformation.
- Held accountable, to a very high degree, for the accuracy and thoroughness of departmental records and reports.

- Responsible for maintaining a consistent, regular attendance record.

**SUPERVISORY RESPONSIBILITIES:**

Directly supervises the activities of the Finance Department as assigned by the CFO Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**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:**

Bachelor's degree in Accounting, Business Administration or related area from a four-year college or university; or two to four years related experience and/or training; or an equivalent combination of education and experience. Minimum of one-year experience in financial analysis or related area, preferably in the gaming industry, preferred.

**SPECIAL QUALIFICATIONS:**

Must possess excellent communication, organizational, and analytical skills. Experience with budgeting, financial reporting, expense analysis, cost benefit analysis and financial statement interpretation required. Must be extremely numbers-oriented and computer-literate, with superior spreadsheet skills.

**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, and work with mathematical concepts such as probability and statistical inference.

**REASONING ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**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.

**Contact:**

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<http://pitrivertribe.org/>