Title: Bookkeeper/Receptionist

Classification: Non-Exempt/Full-Time

Hourly Wage: $16.00-$20.00

Reports To: Roads Manager

Position Posted: 02/12/2012

Posting Ends: 02/26/2012

All applications due in HR by 5:00 pm by: 02/26/2021

Introduction: Under the supervision of the Roads Manager, will perform a wide variety of bookkeeping as well as receptionist related work as required.

Essential Duties and Responsibilities:

- Answer telephone and direct calls to the appropriate person
- Greet and assist visitors entering building
- Deal with queries from the public and customers
- Assist with administrative duties as directed (includes typing, filing)
- Receive, sort, and distribute mail as directed
- Operate computer, copier, fax, machine, and other office machine as instructed
- Enter invoices
- Match invoices to the purchases order and receipt reports
- File invoices for the vendors
- Assist in the reconciliation of general ledger accounts.
- Assist other team members in monthly services and special reports.
- Research and compile information for reports.
- Assist in the preparation of bank reconciliations.
- Process financial documents for preparing and posting journal entries.
- Provide assistance to all areas of the Roads Department, inventory, fixed assets, and journal entries, as requested.
- Generate monthly billings of accounts receivable for the various Tribal entities and mail them to agencies and customers. Track and deposit all money received on accounts.
- Responsible for payment of vendors after obtaining proper supporting documentation and authorization.
- Perform the assigned activities in accordance with the policies and procedures as specified in the Governmental and Accounting Team Member Manuals.
- Must provide excellent customer service to all.
- Performs other job-related duties as assigned by supervisor.

**Qualifications:**

1. High School Diploma or equivalent (GED) required;
2. Must be familiar with standard office procedures and equipment (copies, fax, postage machine, etc.);
3. Experience with computers and word processing (Microsoft Word/Excel/Publisher/PowerPoint);
4. Experience in the area of Indian Affairs or Tribal government is helpful;
5. Must be able to speak with the public in a professional manner;
6. Must have a valid California Driver's License;
7. Must be able to manage a number of priorities simultaneously and meet deadlines;

Must have excellent oral and written communication skills

**WORKING ENVIRONMENT:** Regular exposure to unfavorable environments such as industrial chemicals, agents, or confined, dirty and noisy locations. Employees may be required to use personal protective equipment such as boots, goggles, gloves, or shields.

**Note:** This position requires awareness and deep appreciation of Indian traditions, customs, and socioeconomic needs. It requires the ability, at all times, to meet and deal effectively in contact with Indian people and organizations. This position requires tact, courtesy, confidentiality, discretions, resourcefulness, and sound 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, 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).

**Acknowledgment:** This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive, and this 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 conditions of the employee's job, is intended to create a contract of employment of any type.

**Contact:**
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