

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	Morning Star Gali Tribal Vice Chairman	Betty George Recording Secretary	Jolie George Tribal Secretary	Alex Urena Tribal Treasurer	Andrew Mike Sgt.-At-Arms
--------------------------------------	---	-------------------------------------	----------------------------------	--------------------------------	-----------------------------

Position Description

Position Job: Accounts Receivable Accountant
Department: PRT Finance
Reports To: Chief Financial Officer
Status: Salary Non-Exempt Fulltime Permanent
Salary Range: \$18.00-\$22.00 DOE

SUMMARY:

Responsible for properly performing all financial activities related to the PRT Accounts Receivable Department, in accordance with established policies, procedures and controls.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Limits outstanding Accounts Receivable and prevents losses to the company by maximizing cash flow and increasing profitability.
- Reviews and evaluates all financial information related to Accounts Receivable, making sound decisions, as needed.
- Bills Accounts Receivable in an accurate, timely manner, to increase likelihood of prompt payment.
- Develops departmental policies and procedures to increase productivity, training Accounts Receivable employees, as necessary.
- Communicates with Controller and Vice-President of Finance as needed.
- Organizes and maintains filing system for Accounts Receivable.
- Facilitates the flow of information throughout the property, by organizing and presiding over regularly scheduled meetings with all Accounts Receivable Employees.
- Held accountable, to a high degree, for the accuracy and thoroughness of departmental records and reports; files 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 and or Bachelor's degree in Accounting, Business Administration or related area from a four-year college or university; or four to six years related experience and/or training; or an equivalent combination of education and experience.

SPECIAL QUALIFICATIONS:

Minimum of three years in payroll or related area. Must possess excellent communication, organizational, and analytical skills. Must be extremely numbers-oriented and 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 all levels of Employees of the Tribe. 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 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.

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

Human Resources Department

36970 Park Avenue

Burney, California 96013

(530)335-5421 ext.1210

(530)335-3140 Fax

hr@pitrivertribe.org

<http://pitrivertribe.org/>