

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



**Human Resources Dept.**  
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Ajumawi • Aporige • Astariwi • Atsugewi • Atwamsini • Hammawi • Hewisedawi • Illmawi • Itsatawi • Kosealekte • Madesi

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Agnes Gonzalez Tribal Chairperson	Damion Stedman Tribal Vice Chairman	Betty George Recording Secretary	Jolie George Tribal Secretary	Alex Urena Tribal Treasurer	Andrew Mike Sgt.-At-Arms
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**Position Title:** Payroll Assistant/Office Assistant  
**Department:** Finance  
**Reports to:** Office Manager  
**Classification:** Non-Exempt/Full Time  
**Pay:** \$18.00 - \$22.00

Position Posted:

Posting Ends:

**All applications due in HR by 5: 00 pm by**

**SUMMARY:**

This entry level payroll assistant and office assistant position this position is responsible for assisting with the timely and accurate preparation of the Pit River Tribe's bi-weekly payroll and; maintaining payroll records and reports for deductions, and other payroll functions; purchasing, and additional office functions as assigned.

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

- Coordinate payroll customer support, including organizing employee inquiries, answering basic questions, and forwarding to senior staff as needed
- Process transactions in MIP, such as separations, terminations, retirements, reporting of leaves, appeals, etc.
- Research and respond timely to inquiries from employees, former employees
- Assist in biweekly payroll processing such as employee W4s, direct deposit entry, and other documentation changes.
- Verify revised manual timesheets submitted for changes or incomplete submission of original electronic timesheets and make corrections appropriate.
- Prepare, balance and submit 941 reports for Federal and State for quarterly submission.
- Process, log, and file wage garnishments.
- Maintain and update bi-weekly W-2 reconciliation and other annual year-end submissions for the IRS and Social Security Administration.
- Run and analyze payroll reports as needed.
- Run quarterly reports and process terminations for part-time faculty.
- Assist in maintaining procedures, checklists, training guides, workbooks, and other documents.
- Organize and keep current employee payroll files.

- Type correspondence, reports, forms, and technical documents related to the functions of the organizational unit to which assigned from drafts, notes, dictated recordings, or brief instructions, using a typewriter or word processor; may compose standard correspondence from brief instructions.
- Proofread and check typed and other material for accuracy, completeness, compliance with departmental policies, and correct English usage, including grammar, punctuation, and spelling.
- Enter, edit, and retrieve data; prepare periodic or special reports from an on-line or personal computer system following established formats and menus; may create report formats using programmed software to meet individual needs.
- Perform other routine clerical support work as required, which may include, but is not limited to, copying documents, filing/retrieving files, processing mail, faxing information, collating documents, maintaining lists, and logs, scanning/imaging/indexing documents, opening and distributing mail, processing outgoing mail, ordering and maintaining inventory of supplies and forms, etc
- purchase orders, securing packages, coordinating with delivery drivers, Analyzing suppliers'
- Perform other job-related duties as assigned.

### **QUALIFICATION REQUIREMENTS:**

In order 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.

#### **Qualification:**

1. High School Diploma or equivalent (GED) required; Community College or University degree preferred.
2. Some college courses in Accounting, or related area, preferred.
3. Experience with computers and word processing (Microsoft Word/Excel);
4. Must be familiar with standard office procedures and equipment (i.e., copier, fax, postage machine, etc.);
5. Must be able to manage several priorities simultaneously and meet deadlines;
6. Must have excellent oral and written communication skills.

### **SPECIAL QUALIFICATIONS:**

Must possess effective communication and organizational skills. A minimum of one year of experience in Accounts Receivable, Accounts Payables with a concentration on credit and collection laws and billing procedures required. Must be computer-literate.

### **LANGUAGE SKILLS:**

Ability to apply commonsense understanding to carry out a variety of instructions furnished in written, oral or diagram form. Ability to respond to common inquiries or complaints from customers. Ability to effectively present information in one-on-one and small group situations.

#### **MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply and divide into all units of measure, using whole numbers, common fractions, and decimals.

#### **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 to sit; climb or balance; and stoop, kneel, crouch, or crawl. This job's specific vision abilities 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 the risk of radiation (from computers). A great deal of the workday will be spent working on spreadsheets, word-processing, or inputting data into the computer system. The noise level in the work environment is usually moderate.

#### **Requirements:**

- Adhere to all PRT policies
- Must submit to a criminal background check.

**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.

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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