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

Mickey Gemmill Jr. Tribal Chairperson	Lawrence Cantrell Tribal Vice Chairman	Faith Santillan Tribal Secretary	Brandy McDaniels Tribal Treasurer	Charles White Tribal Administrator
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The Pit River Tribe is a Tribe comprised of eleven (11) autonomous bands that since time immemorial have resided in the area known as the 100-mile square, located in parts of Shasta, Siskiyou, Modoc, and Lassen Counties in the State of California.

Job Description

Position Job:	Payroll Coordinator
Department:	PRT Finance
Reports To:	Chief Financial Officer
Status:	Salary Exempt Fulltime Permanent
Annual Salary Range:	\$19.00-\$25.00/HR DOE

SUMMARY:

Responsible for the coordination, administration and direction of all activities relating to PRT Payroll, ensuring compliance with applicable State and Federal laws, as well as established company policies, procedures and controls, while maintaining the strictest level of confidence throughout the Payroll and HR Departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Maintains the strictest level of confidence within the department and instills that quality in all Employees under his/her span of control.
- Supervises the maintenance of time and attendance records throughout the property, providing reports to all departments, for review, on a regular basis.
- Develops, implements and directs departmental procedures which enable the Payroll Department to function more effectively.
- Maintains adequate staffing levels in the Payroll Department, by interviewing, selecting, training, scheduling, evaluating, assisting with career development, promoting, disciplining and terminating Employees, as needed.
- Ensures the integrity of all financial data produced by Employees under his/her span of control.
- Cooperates with the Internal Revenue Service and the State Tax Commission, providing detailed payroll information as requested.
- Handles limited banking functions pertaining to Payroll and resolve any discrepancies on the General Ledger.

- Establishes production standards and goals, and regularly evaluates departmental progress, revising standards and goals as needed.
- Ensures the accurate, timely reporting of Payroll information, to accomplish proper processing and issuance of pay checks for all Employees on property.
- Verifies quarterly and annual tax returns; prepares reporting information for W-2 forms.
- Directs the necessary research to determine validity of payroll complaints from Employees.
- Reviews departmental reports, to ensure accuracy, making revisions as needed.
- Ensures a maximum level of property-wide service and satisfaction, with respect to the Payroll Department, is achieved and maintained.
- Facilitates the flow of information, by organizing and presiding over regularly scheduled meetings with all Employees under his/her span of control.
- 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.

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:

Elizabeth Asahi Sato, HR Director

Human Resources Department

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<http://pitrivertribe.org/>

Current Posting:

Deadline: