

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

Agnes Gonzalez Tribal Chairperson	Mickey Gemmill Jr. Tribal Vice Chairman	Tracy Eleck Tribal Secretary	Brandy McDaniels Tribal Treasurer	Lawrence Cantrell Sergeant-At-Arms	Jolee George Recording Secretary
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Job Posting

POSITION: Office Manager
DEPARTMENT: Roads
STATUS: 1.0 FTE, Exempt
REPORTS TO: Roads Coordinator
SUPERVISES: Office Assistant
Compensation: \$18.00-\$22.00 DOE with Benefits after successful completion of 90-probation

JOB SUMMARY: The primary responsibility of this position is to provide a variety of financial management and administrative support functions to the Roads Coordinator and the Roads Department. Successful candidate will possess excellent bookkeeping skills, strong business acumen, customer service skills, proficiency in all MS Office software as well as excellent verbal and written communication skills. The Office Manager position is under the direct supervision of the Roads Coordinator and will work collaboratively with Finance staff including the CFO, Finance Coordinator and Grants and Contracts Compliance Specialist, Payroll Coordinator as well as HR staff including the HR Director and HR Assistant to submit and provide requested documents and reports. The candidate will possess a successful professional track-record of impeccable integrity and confidentiality. Tribal Member/Native American Preference.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. The professional capability to work collaboratively with Federal and State agencies, Finance staff and HR and report to the Roads Coordinator all reporting deadlines.
2. Responsible for properly performing all financial activities related to the General Ledger Accounting in accordance with established PRT Financial policies, procedures and controls.
3. Reconciles all balance sheet accounts in a timely, effective manner.
4. Creates purchase orders for all major equipment, office furniture and supplies submitting to the Finance Department as outlined in Finance policy.
5. Provides a monthly MTD Budget report to the Roads Coordinator and Tribal Administrator.
6. Facilitates the flow of information, by directly engaging with the Roads staff, Finance and HR staff as per Roads Coordinator directive.
7. Held accountable, to a high degree, for the accuracy and thoroughness of departmental records and reports.
8. Responsible for maintaining a dependable regular attendance record.
9. Maintain smooth coordination of activities and services for Roads Office by providing assignments, direction and deadlines to the Office Assistant.
10. Engages with the Roads Safety Coordinator to ensure all Workers Compensation reports are submitted on time, works with Office Assistant to order Safety signs and tracks Safety Training.
11. Knowledge and proficiency of PC, office machines and MS Office. MIP knowledge (Fund accounting) will be helpful.

12. Ability to accurately and coherently type correspondence, reports, letters, memorandums, announcements, lists, data input, meeting minutes, and other documents as instructed by Roads Coordinator.
13. Sends, receives and tracks mail and interoffice mail on behalf of the Roads Department in conjunction with Office Assistant
14. Responsible for Roads Coordinator administrative files, financial documents and other department files in order to be in compliance with Grants and contracts
15. Drafts, executes and keeps accurate record of all Roads Department grants and contracts.
16. Maintains complete confidentiality at all times.
17. Opens and closes the Roads Department office.
18. Track and update Roads Department Calendar
19. Attends all required meetings and training.
20. Works with Safety Coordinator to ensure that all postings, regulatory notices are posted and updated and tracks Safety meetings on behalf of Roads.
21. Performs other duties as assigned.

QUALIFICATIONS:

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

Indian Preference: Preference is provided 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. **Knowledge of Pit River Tribe:** this position requires awareness and deep appreciation of the Pit River Tribe Indian Tradition, customs, and socio-economic 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 tasks and provide employees with the employer's expectations concerning 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. The Pit River Tribe reserves the right to make changes to this job description.

Must submit a completed Pit River Tribe Employment application Resume and cover letter encouraged:

Remit all Inquiries and Applications to:
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