

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



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

Position Title: General Ledger Fund Accountant
Department: Finance
Reports to: Finance Coordinator
Classification: Non-Exempt/Full Time
Pay: DOE
Open until filled

Position Summary:

Responsible for properly performing all financial activities related to the General Ledger and Fund Accounting in the PRT Finance Department, in accordance with established policies, procedures, and controls

Essential Duties and Responsibilities:

Because of the tribe's commitment to community service and its members' wellbeing, each Employee may be expected to perform a wide range of office duties. Such duties may or may not be related to their responsibilities; specific duties include:

- Reconciles all balance sheet accounts in a timely, effective manner.
- Prepares and distributes daily Cash Report.
- Enters information into the General Ledger Accounts Journal.
- Balances fixed assets accounts.
- Transfers cash from bank accounts as necessary; makes bank deposits.
- Prepares monthly financial analysis of General Ledger Accounts for Controller.
- Facilitates the flow of information by attending regularly scheduled departmental meetings.
- Held accountable, to a high degree, for the accuracy and thoroughness of departmental records and reports.
- Responsible for maintaining a consistent, regular attendance record.

Key Skills and Knowledge:

- Fund Accounting
- MIP Software
- GAAP
- Tribal Government accounting practices

Qualifications:

- **EDUCATION and/or EXPERIENCE:** AA or Bachelor's degree in Accounting or related area from a four-year college or university, and three years general ledger or tax accounting
- **SPECIAL QUALIFICATIONS:** Must possess effective communication and organizational skills. A minimum of one-year experience in General Ledger Accounting, with a concentration on the balance sheet, account reconciliation, fixed assets, financial analysis, and spreadsheet creation, required. Must be computer-literate
- **LANGUAGE SKILLS:** Ability to read, analyze, and interpret the most complex documents, such as technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or business community members. Ability to effectively present information in one-on-one and small group situations.
- **MATHEMATICAL SKILLS:** Ability to add, subtract, multiply and divide into all measure units, using whole numbers, common fractions, and decimals.
- **REASONING ABILITY:** Ability to apply commonsense understanding to carry out various instructions furnished in oral, written, or diagram form.
- **PHYSICAL DEMANDS:** While performing this job's duties, the Employee must regularly 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 sit, climb or balance, 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:** 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

Requirements:

- Must possess a California driver's license, a good driving record, and be insurable by the PRT insurance carrier.
- Adhere to all PRT policies
- Must successfully pass a pre-employment drug and alcohol screening and be willing to 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.gov/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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