



PECHANGA INDIAN RESERVATION

Temecula Band of Luiseño Mission Indians

Post Office Box 1477 • Temecula, CA 92593
Telephone (951) 770-6000 Fax (951) 695-1778

JOB ANNOUNCEMENT

POSITION TITLE:	<u>Accounting Clerk</u>	OPENING DATE:	<u>December 29, 2021</u>
CLASSIFICATION:	<u>Full-Time</u>	FILING DEADLINE:	<u>Until Filled</u>
STATUS:	<u>Non-Exempt</u>	DEPARTMENT:	<u>Finance</u>
RATE OF PAY:	<u>DOE</u>	SUPERVISOR:	<u>Accounting Manager</u>

HIRING PREFERENCE POSITION CATEGORY:	B
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SUMMARY:

The Accounting Clerk is responsible for assisting the entire accounting staff. Duties include various accounting tasks involving accounts payable, accounts receivable, cash receipts, bank reconciliations, general ledger and payroll as needed. Maintain office files and department reports; handle copy needs including binding financial and budget statements; assist with Tribal Member and employee questions and assist and handle special projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide excellent customer service to Tribal Members, employees and vendors.
- Preparation of accounts payable, accounts receivable, cash receipts, bank reconciliations, general ledger and payroll as needed.
- Assist with preparation of various journal entries, data entry and account reconciliations.
- Analysis of various balance sheet and expenditure accounts as required.
- Check figures, postings and documents for correct entry, mathematical accuracy, and proper codes.
- Professionally answer inquiries from Tribal Members, vendors, suppliers and employees and research discrepancies.
- Make timely payments for internal and external expenses.
- Maintain office files and department reports.
- Prepare Quarterly PowerPoint Presentations.
- Handle special projects as requested.

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- Must be a high school graduate or equivalent with two years of office experience required.
- Ability to maintain strict office confidentiality.
- Two years experience, knowledge, and competency in accounting principles and practices preferred.
- Strong organizational skills, including records and time management.
- **Must** be able to accurately type, operate 10 key calculator and have strong knowledge of computers and software.

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Luiseno Indians applies Indian preference in employment. It is the policy of the Pechanga Tribal Government to give preference in hiring, promotions, and transfers into vacant positions to qualified applicants in the following order: 1) Pechanga Tribal Members; 2) Pechanga Tribal Member Spouses; 3) non-member American Indians. At-Will Employment: Employment with the Pechanga Tribal Government is at-will and can be terminated with or without cause, and with or without notice, at any time, either at the option of the employee or the Pechanga Tribal Government. Drug Testing: The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. Background Investigation: All candidates and employees may be subject to a background investigation.

- Ability to manage multiple projects and properly prioritize workload and be adaptable to solve problems.
- Must have exceptional organizational skills, be detail oriented with strong multitasking and prioritization skills.
- Must be reliable, responsible, dependable and the have the ability to fulfill obligations.
- Maintain a professional demeanor at all times.
- This position must comply with the Pechanga Tribal Government's Drug-Free Workplace Policy. This includes: pre-employment testing, post-accident or injury, and random testing.
- Must successfully pass a pre-employment background investigation.

BENEFITS:

The Pechanga Band offers a comprehensive and competitive benefit package for all full-time employees. Benefits include the following:

- **Paid Time Off** – Vacation, Sick and Holiday pay
- **Retirement** - 401(k) retirement plan with a generous employer match
- **Health & Wellness Coverage** - Medical, dental and vision coverage
- **Life and Long Term Disability** - \$25,000 employer paid life and Long Term Disability
- **Flexible Spending Accounts** – Healthcare and Dependent care reimbursement accounts
- **Supplemental Life and Accidental Death and Dismemberment (AD&D) Insurance**
- **Supplemental Coverage** – Disability, Accident, Cancer, Life, and Hospital Confinement
- **Legal Shield and Identity Shield**
- **Pet Insurance**
- **Education Reimbursement Opportunities** – For pre-approved specific, job related education
- **Employee Assistance Program (EAP)** – Face-to-face counseling, Legal assistance, Financial assistance, ID recovery, Tobacco cessation, Dependent care and Daily living resources, and Crisis consultation

COMPLETE JOB DESCRIPTION AND APPLICATIONS ARE AVAILABLE AT:

PECHANGA GOVERNMENT CENTER
12705 PECHANGA ROAD TEMECULA, CA 92592

WWW.PECHANGA-NSN.GOV

Send application and resume to:

Email: HR@PECHANGA-NSN.GOV

Fax: 951-587-2209

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