



# PECHANGA BAND OF INDIANS

## *Pechanga Indian Reservation*

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

Tribal Chairman:  
Mark Macarro

Council Members:  
Raymond J. Basquez, Jr.  
Catalina R. Chacon  
Marc Luker  
Robert "R.J." Munoa  
Russell "Butch" Murphy  
Michael A. Vasquez

Tribal Secretary:  
Louise Burke

Tribal Treasurer:  
Amy Minniear

## JOB DESCRIPTION

**POSITION:** Accounting Clerk  
**STATUS:** Non-exempt  
**CLASSIFICATION:** Full-Time  
**DEPARTMENT:** Finance Department  
**SUPERVISOR:** Accounting Manager  
**POSITION CATEGORY:** B  
**RATE OF PAY:** DOE

### 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.
- Assist with copying and other administrative tasks as needed.

The list of duties and responsibilities above is not an exhaustive list. In addition to the duties and responsibilities listed above, the employee will be required to perform other job-related duties, as assigned, that are consistent with the employee's job position and qualifications.

**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.

## 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.
- 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.

## KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of accounting software, preferably Abila MIP
- Advanced knowledge of all Microsoft Office Products particularly Excel.
- Ability to choose the right mathematical methods or formulas to solve a problem.
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Ability to work with minimal supervision and as part of a team.
- Ability to prioritize tasks and make adjustments.
- Ability to work with confidential information.

## PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to sit, and talk or hear. They must be able to speak clearly so listeners can understand and understand the speech of another person. The employee is regularly required to use hands to finger, handle, feel or grasp objects; and reach with hands and arms. The employee is regularly required to enter data into a computer terminal, PC, or other keyboard device requiring continuous or repetitive arm-hand-eye movement. Will be required to handle and manage documents and files. This would require the ability to lift files, open filing cabinets and bend, stoop or stand as necessary. The employee must occasionally lift and/or move up to 25 pounds.

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Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is required to be able to see the differences between colors, shades and brightness and be able to see details that are less than a few feet away.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

While performing the duties of this job, the employee occasionally works near moving mechanical. The noise level in the work environment is usually quiet while in the office, or moderately noisy when working around office equipment, when outdoors and/or during events.

*Employee's acknowledgement:* I acknowledge by my signature below, that the duties listed on this job description represent those tasks falling within my immediate responsibility. I understand that the Pechanga Tribal Council has the right to change this job description at any time with or without prior notice. I further understand and agree that my employment relationship with the Pechanga Tribal Government is a consensual commercial relationship taking place on tribal land within the Pechanga Indian Reservation and, as such, is subject to the jurisdiction and sovereign laws of the Pechanga Band of Luiseño Indians.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name of employee

\_\_\_\_\_  
Signature of Employee's Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name of employee's manager

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