



**\*\*NOTICE OF JOB OPENING\*\***

<b>Job Title:</b> Payroll Accounting Clerk	<b>Department:</b> Finance Department
<b>Classification:</b> Non-exempt	<b>Office Hours:</b> 8:00 a.m. to 5:00 p.m.
<b>Salary Range:</b> \$18.00 - \$27.00	<b>Location:</b> Rohnert Park, CA
<b>Reports to:</b> Chief Financial Officer	<b>Type:</b> Full-time

**Mission Statement:** The Federated Indians of Graton Rancheria exists to exercise our inherent sovereign powers, customs and traditions; to perpetuate our unique native heritage; to preserve and protect the rights and privileges of our Tribe; to establish justice in the conduct of Tribal affairs; to work for the social and economic betterment of all citizens; and foster the value of education.

**Position Purpose:**

The Payroll Accounting Clerk has specific responsibility for the processing of payroll, and entering payroll data into the payroll system. Responsible for balancing payroll runs, producing federal, state, and local tax payments. Additionally, ensure that employee benefit plans are reconciled on a monthly basis. The Payroll Accounting Clerk may also provide accounting support to other fiscal personnel during peak periods and heavy demand for fiscal services.

**Minimum Mandatory Qualifications:**

- ❖ High School Diploma or equivalent AND
- ❖ One to two (1-2) years of experience in bookkeeping or accounting, and benefits AND
- ❖ One to two (1-2) years of experience processing payroll, payroll reports, and reconciliation of benefits
- ❖ Must successfully clear criminal background check, and pre-employment testing including, but not limited to, a criminal background check, fingerprinting, and drug test.

**Knowledge, Skills, Abilities, and Other Qualifications:**

- ❖ Ability to make calculations and tabulations and review accounting and related documents accurately and efficiently.
- ❖ Ability to master and effectively use the accounting software used at FIGR.
- ❖ Ability to prepare clear and accurate financial records, reports and statements in a timely manner.
- ❖ Ability to perform basic math calculations such as addition, subtraction, multiplication, Ability to respect and adhere to strict rules of confidentiality
- ❖ Ability to work collaboratively with staff, supervisors, clients, and others
- ❖ Knowledge of the needs of Native American values and culture
- ❖ Knowledge of methods, practices, documents, terminology, and compliance requirements related to payroll processing, payroll tax withholdings and payroll tax reporting.
- ❖ Maintain a current and valid driver's license and must be insurable
- ❖ Must be professional and interact positively with others
- ❖ Must possess strong computer skills including, Microsoft Office, Excel, Word, and other system knowledge

**Benefits:**

FIGR offers a healthy, engaging work environment with a competitive benefit package that includes, medical, dental, vision, and 401K Plan, paid holidays, PTO, Long-Term Disability Insurance, and meal card. Voluntary supplemental insurance offered through AFLAC.

**To Apply:** Please submit a Tribal Employment Application with your resume and a cover letter detailing your education and experience related to the position advertised. Visit our website at [www.gratonrancheria.com](http://www.gratonrancheria.com) to download a copy of the application. Email complete application packet to:

[jobs@gratonrancheria.com](mailto:jobs@gratonrancheria.com) or mail to  
Federated Indians of Graton Rancheria  
Attention: Human Resources  
6400 Redwood Drive, Suite 300, Rohnert Park, CA 94928

***Application Closing Date: Friday, April 26, 2019, at 5:00 p.m.***

**FIGR CITIZENS AND INDIAN PREFERENCE WILL APPLY**

Pursuant to the FIGR Indian Preference Statute, preference in hiring is given to: (1) Federated Indians of Graton Rancheria Tribal Citizens and (2) All Native Americans who are members of or affiliated with a California Indian Tribe with ties to Marin and Sonoma Counties, (3) All Native Americans who are members of or affiliated with any other California Indian Tribe, and (4) All other Native Americans who are members of a Federally Recognized Indian Tribe.

Applicants asserting American Indian preference must submit verifying information, such as written confirmation of tribal membership, Certificate of Degree of Indian Blood, or other documentary evidence.