



FEDERATED INDIANS OF
GRATON
RANCHERIA

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

Job Title: Payroll and Benefits Specialist	Department: Finance
Classification: Non-Exempt	Work Hours: M-F, 8:00 a.m. to 5:00 p.m.
Salary Range: \$22.60 - \$32.21	Location: Rohnert Park, CA

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 economic betterment of all citizens; and to foster the value of education.

Position Summary:

The Payroll and Benefits Specialist has specific responsibility for the processing of payroll, General Welfare Benefits for Tribal Citizens, and Per Capita distributions, as well as recording, updating, and reconciling payroll and disbursement of the Per Capita and General Welfare Benefit's payments. Additionally, they ensure that employee benefit plans are reconciled on a monthly basis. The Payroll and Benefits Specialist may also provide accounting support to other fiscal personnel during peak periods and heavy demand for fiscal services.

Minimum Qualifications:

1. Three (3) years of experience in bookkeeping or accounting, and benefits.
2. Two (2) years of experience processing payroll and payroll reports.
3. High School Diploma or equivalent (GED)

Other Qualifications:

1. Experience with Tribal Government accounting
2. Experience with Abila MIP accounting software
3. Ability to work with people of all ages and diverse backgrounds in a courteous and professional manner.
4. Must possess a high degree of integrity and trust along with the ability to work independently.
5. Must successfully pass all pre-employment testing and background checks.
6. Must possess a valid California Driver's License throughout employment, and eligibility for coverage under the Tribe's vehicle insurance policy, as well as clean DMV record.

Benefits: FIGR offers a healthy, fun work environment with a competitive benefit package.

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 to download a copy of the application. Email complete application packet to:

jobs@gratonrancheria.com or mail to
Federated Indians of Graton Rancheria
Attention: Human Resources

6400 Redwood Drive, Suite 300, Rohnert Park, CA 94928

Application Deadline: OPEN UNTIL FILLED

NO PHONE CALLS PLEASE

FIGR CITIZENS AND INDIAN PREFERENCE WILL APPLY

Preference in hiring is given to: (1) Qualified Federated Indians of Graton Rancheria Citizens; and (2) qualified American Indians in accordance with Title 25, U.S. Code, Section 472 and 473. 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.