



**PIMA LEASING &  
FINANCING CORPORATION**

**Job Title:** Administrative Assistant II  
**Salary:** \$45,760 - \$56,160 DOE  
**Status:** Non-Exempt Non-Supervisory  
**Reports To:** Business Accountant

The qualified candidate will have proficient front office experience in handling incoming phone calls and other communications, greeting clients and visitors, as well as accepting payments, managing files, updating spreadsheets and other documents. Other general office clerk duties and errands as necessary. This position supports the Board Secretary and attends, transcribes, publishes, and maintains all Board of Directors and Loan Committee meeting minutes; This position also supports the Executive Director by assisting with corporate documents, policy, procedure, marketing and other duties as assigned; and supports the well-being of corporation by providing office support to accomplish the goals of the Pima Leasing & Financing Corporation.

#### **Essential Duties & Responsibilities**

- Front Desk duties e.g., answer incoming calls and other communications, retrieve and sort mail, greet clients and visitors as needed.
- Accept payments, issue receipts, make bank deposits.
- Organize and maintain office common areas.
- Maintain office equipment and coordinating with vendors as needed.
- If designated by Board Secretary, serve as Assistant Secretary and attend, transcribe, publish, and maintain Board of Directors and Loan Committee meeting minutes.
- Develop and maintain filing systems for various sectors of Pima Leasing.
- Maintain office supplies, equipment, and furniture, purchasing items as necessary in compliance with the PLFC Procurement Policy and Executive Director approval.
- Prepare a variety of correspondence, reports, notices, and other documents related to the business of the Board and PLFC.
- Coordinate events as necessary for various sectors of Pima Leasing.
- Assist with personnel of the organization by assisting with the recruitment efforts and orienting employees.
- Provide backup for Leasing Administrative Assistant.
- Other duties as assigned.

#### **Required Knowledge, Skills, Abilities & Attributes**

- Ability to work independently, maintain strong interpersonal skills and exercise sound judgement and initiative.
- Strong verbal and written communication skills.
- Knowledge and understanding of front business office practices.
- Proficient in Microsoft Word, Excel, PowerPoint and Outlook.
- Ability to multi-task in a fast-paced, high-demand work environment.

- Ability to prioritize essential functions of the front desk/administrative duties and assist when needed with additional projects.
- Protects the corporation by keeping financial information and plans confidential.
- Knowledge of the Gila River Indian Community and its Government.

### **Education and Experience**

Successful candidate should hold a high school diploma or equivalent. Associate degree is preferred. Candidate should have a minimum of 1-3 years of front office experience or a combination of education, training and work experience which demonstrates the ability to perform the duties of this position. Valid Arizona Driver's license is required for the position.

### **Physical Demands**

While performing the duties of this job, the employee is regularly required to stand for an entire shift/extended period of time; walk; use hand and fingers to handle and feel; reach with hands and arms; talk and hear; and drive a motor vehicle. The employee occasionally is required to sit; bend, climb, stoop, lift, carry, push, or kneel. The employee must regularly lift and/or move 10 pounds, and occasionally lift and/or move up to 25 pounds.

### **Working Conditions**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is generally performed indoors and the employee in this position is normally exposed to a moderate noise level.

Must acknowledge and agree to maintain a Drug-free Workplace as a condition of employment. Agree to a background check for employment purposes.

*Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). Preference is given to a qualified enrolled member of the Gila River Indian Community.*

*In other than the above, the Gila River Indian Community is an Equal Opportunity Employer. The Gila River Indian Community is committed to achieving full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation.*