

The Santa Rosa Rancheria is accepting applications for the following position. Applications are available at the Human Resources Department, Monday-Friday from 8am-5pm, (Excluding Holidays) or you may contact the Human Resources Department at (559) 924-1278 ext. 4003 or visit our Tribal Website at www.tachi-yokut-nsn.gov

Job Requisition Form

Position to be Filled: Accounting Clerk II

Department: Finance

Required Qualifications/Essential Duties:

- High School diploma or General Education Degree (GED) plus a minimum of one-year bookkeeping experience and/or training preferably in reconciliation and account analysis- **Required;**
- Valid California Driver's License-**Preference;**
- Must be insurable by company's insurance carrier and maintain throughout employment-**Preference;**
- Certificated 10 –key-**Preference;**
- Typing Certificate of a minimum of 45 wpm-**Preference;**
- Compiles and sorts documents such as invoices, checks, substantial business transactions;
- Verifies and posts details of business transactions such as funds received, disbursed and totals accounts to ledgers or computer spreadsheets and databases;
- Audits invoices against purchase orders, researches discrepancies and approves for payment;
- Investigates problems that vendors or purchasing agents have with obtaining payment for bills;
- Computes and records charges, refunds, cost of lost or damaged goods, freight charges, rentals and similar items;
- Prepares vouchers, invoices, checks, account statements, reports, other records and reviews for accuracy;
- Reconciles general ledger accounts with various registers; Extracts general ledger information;
- Compiles cost reports, revenue and balance sheets;
- Reconciles bank statements, credit card statements, vendor accounts and customer accounts;
- Monitors loans, accounts payable and receivable to ensure that payments are up to date;
- Reconciles report discrepancies and problems;
- Codes data for input to financial data processing system according to company procedures;
- Reviews, balance, interpret computer reports and makes corrections;
- Assists employees, vendors and customers by answering questions about accounts, procedures and services;
- Maintains confidentiality of sensitive information as further described in non-disclosure agreement;
- Must perform and complete all other work duties as assigned;
- Drive company vehicle or personal vehicle to conduct business of behalf of the Finance Department.

Reports To: Finance Manager

Starting Rate of Pay: \$18.00 per hour (Non-Exempt)

Approximate Hours: 40+ hrs per wk

Date Posted: July 28, 2020

Deadline: Open Until Filled

Department Director Date

Human Resources Director Date

The Santa Rosa Rancheria Tachi-Yokut Tribe shall extend employment preference across all employment opportunities for qualified Native Americans in accordance with and subject to applicable law, including Title VI of the Federal Civil Rights Act, which recognizes Native American employment preference.