

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](http://www.tachi-yokut-nsn.gov)

### Job Requisition Form

**Department:** Finance

**Position to be Filled:** Accounts Receivable Processor

#### Required Qualifications/Essential Duties:

- High School Diploma or General Education Degree (GED) – **Required;**
- Accounting experience including Accounts Receivable, Accounts Payable and General Fund Accounting- **Required;**
- College Degree and/or college course completion in Accounting- **Preferred;**
- Valid California Driver’s license – **Preferred**
- Must be insurable by companies’ insurance carrier maintain throughout employment – **Preferred**
- Certificated 10-keys – **Preferred**
- Typing Certificate of a minimum of 45 wpm – **Preferred**
- Responsible in receiving, sorting, mating and verifying the citations or billing with the proper documentation;
- Prepare invoice to customers;
- Verifying and posting the reports;
- Prepare citation collections to the Per Capita accounts;
- Responsible in preparing and sending customers statements monthly;
- Responsible in receiving, sorting and verifying the pre-requisites;
- Prepares Purchase Orders;
- Reports Insurance Claims, if necessary;
- Banking for deposits only;
- Assist the internal and external auditors;
- Assist with answering telephone when requested;
- Performs other related functions as assigned by supervisor;
- Drive company vehicles or personal vehicle to conduct business on behalf of the Finance Department.

**Reports to:** Finance Manager

**Starting Rate of Pay:** \$18.25 per hour

**Approximate Hours:** 40+ hours per week

**Date Posted:** October 5, 2021

**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.