

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

Department: Education

Position to be Filled: Administrative Assistant

Required Qualifications/Essential Duties:

- Must have an Associate Degree (A.A.) plus one year related experience in Business/Accounting- **REQUIRED**;
- Valid California Driver License – **REQUIRED**;
- Must be insurable through companies' carrier and maintain throughout employment – **REQUIRED**;
- Valid First Aid and CPR certification and maintain throughout employment- **REQUIRED or able to obtain within 90 day introductory period**;
- Compiles and sorts documents, such as invoices and checks, substantial business transactions;
- Verifies and posts details of business transactions, such as funds received and disbursed, and totals accounts to ledgers or computer spreadsheets and database;
- 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 damages goods, freight charges, rentals and similar items;
- Prepares vouchers, invoices, checks, account statements, reports and other records and reviews for accuracy;
- Reconciles general ledger accounts with various registers;
- Extracts general ledger information;
- Compiles cost reports and revenue and balance sheets;
- Reconciles bank statements;
- Monitors loans and 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 and interpret computer reports and makes corrections;
- Assists employees, vendors, clients or customers by answering questions related to accounts, procedures and services;
- Drive company vehicle or personal vehicle to conduct business on behalf of the Education Department.

Reports To: Assistant Director

Starting Rate of Pay: \$13.00 per hour (Non-Exempt)

Approximate Hours: 40+ hrs per wk

Updated: January 22, 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.