

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: Finance Manager

Department: Finance

Required Qualifications/Essential Duties

- Bachelor of Science Degree in Accounting plus a minimum of five years general and cost accounting; experience in budget development and preparation of financial statements, grants and taxes. Knowledge of MOMS –oriented accounting systems three (3) TO FIVE (5) years’ experience in private industry-**Required**;
- Valid California Driver’s License – **Preferred**;
- Must be insurable by companies’ insurance carrier and maintain throughout employment – **Preferred**;
- Certified 10-key – **Preferred**;
- Typing Certificate of a minimum of 45 wpm – **Preferred**;
- Manage/Review all cash reconciliation accounts monthly and reconcile all other accounts on the trial balance to ensure the accuracy;
- Analyze and prepare adjusting entries as needed;
- Assist the Internal Audit to perform initial financial department audits to ensure accuracy;
- Interface with internal/external departments regularly to ensure the financial data in timely manner;
- Coordinate with the Finance Staff to compile financial data to satisfy corporate consolidation reporting requirements;
- Responsible for Federal/State grants financial reports in a regular basis;
- Responsible in closing of the book in a monthly basis;
- Compile financial data for corporate tax reporting to comply with the Federal and State government requirements;
- Perform other related functions as assigned by supervisor;
- All other duties as assigned;
- Drive company vehicles or personal vehicles to conduct business on behalf of the Finance Department.

Reports To: Finance Controller/Tribal Administrator

Starting Rate of Pay: Salary - (D.O.E Exempt)

Approximate Hours: 40+ Hour per week

Updated 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.