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 I

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- **Preferred;**
- Must be insurable by company's insurance carrier and maintain throughout employment-**Preferred;**
- Certificated 10-key- **Preferred;**
- Typing certificate of a minimum of 45 wmp-**Preferred;**
- Files and maintains clerical records and reports pertinent information to accounting and bookkeeping or technical operations;
- Data entry for journal entries;
- Post cash receipts;
- Makes copies of reports and distributes them as directed;
- Assist with research during the internal and external audit;
- Assists with answering telephone when requested;
- Performs other related functions as assigned by supervisor.

Reports To: Finance Manager

Starting Rate of Pay: $17.00 per hour (Non-Exempt)

Approximate Hours: 40+ hours per week

Date Posted: July 27, 2023

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.