

SANTA ROSA RANCHERIA TACHI YOKUT TRIBE

Human Resource Department

Employee Requisition Form

Position to be Filled: Administrative Assistant

Department: Elders

Required Qualifications/Essential Duties:

- Associate Degree in Business, Accounting, or Liberal Studies plus 1-year accounting experience or 5 year's related experience in Administrative work and Business/ Accounting
- 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 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 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 vehicles or personal vehicle to conduct business on behalf of the Education Department.

Reports To: Director

Starting Rate of Pay: \$22.00 per hour (Non-Exempt)

Approximate Hours: 40+ hours per week

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.

