

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

**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 accounting; experience in budget development and preparation of financial statements, grants and taxes. Knowledge of Dynamics 365 Finance and Operation accounting systems; three (3) TO FIVE (5) years'- experience in private industry- **Required**;
- Valid California Driver's License – **Preferred**;
- Must be insurable by company 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 accuracy;
- Analyze and prepare and review adjusting entries as needed;
- Assist Internal Audit to perform initial financial department audits to ensure accuracy;
- Interface with internal/external departments regularly to ensure the financial data is received in timely manner;
- Coordinate with the Finance Staff to compile financial data to satisfy consolidation reporting requirements;
- Responsible for Federal/State grants financial reporting in a timely manner;
- Responsible in closing of the books in a timely manner;
- Compile financial data for 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

**Starting Rate of Pay:** \$ 96,720.00 - (Exempt)

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

**Updated** April 25, 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.