

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: Finance Department

Position to be Filled: Accounting Clerk II

Required Qualifications/Essential Duties:

- High School diploma or GED plus a minimum of one year bookkeeping experience and/or training preferably in reconciliation and account analysis.
- Valid California Driver's License-**Preference**
- Must be insurable by companies' insurance carrier and maintain throughout employment-**Preference**
- Certificated 10 –key-**Preference**
- Typing Certificate of a minimum of 45 wpm-**Preference**
- 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 total accounts 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 damaged 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.
- Review, balance, and interpret computer reports, and make corrections.
- Assists employees, vendors, clients, or customer by answering questions related to accounts, procedures, and services..
- Drive company vehicle or personal vehicle to conduct business of behalf of the Finance Department.

Reports To: Finance Manager

Starting Rate of Pay: DOE –Range 19 (Non-Exempt)

Approximate Hours: 40+ hrs per wk

Date Posted: March 11, 2016

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.