



**Kashia Construction, LLC**  
**Construction Cost Accountant**  
Part Time—Salary DOE  
Santa Rosa



**General Duties & Responsibilities:**

Construction Cost Accountant is responsible for the maintenance and review of fiscal records. Responsible for the general ledger, job costs, bank reconciliations and accounts payable. Performs monthly closings, maintenance of accounting files, and preparation/organization of various accounting forms, reports, and financial analysis, etc. as well as accounting for our Joint Venture 8(a) projects.

**Qualifications**

- ◆ BA in Accounting (experience may be considered as a substitute for this requirement)
- ◆ Must have knowledge with basic accounting principles and accounting functions.
- ◆ Organizational skills required
- ◆ Proficiency in Excel, Word and Accounting software familiarity
- ◆ Experience working in government or Tribal Government preferred
- ◆ Ability to take accurate verbal and written direction
- ◆ Must have California Drivers License and be insurable by the Tribe's Insurance Provider

**FOR FULL JOB DESCRIPTION AND QUALIFICATIONS CONTACT THE OFFICE**

Applications at: 1420 Guerneville Road, Suite , Santa Rosa CA 95403, or online at [www.stewartspoint.org](http://www.stewartspoint.org). Applicants must submit a fully completed application to be considered for the position.

**DEADLINE TO SUBMIT APPLICATIONS: UNTIL FILLED**

VETERANS AND INDIAN PREFERENCE WILL BE AWARDED TO THOSE WHO QUALIFY. ALL POSITIONS ARE SUBJECT TO TRIBAL DRUG FREE WORKPLACE TESTING POLICIES